



1943
ANNUAL MEETING

APRIL
TWENTY-NINTH
AND
THIRTIETH

Board of Christian Education
and Publication

EVANGELICAL AND REFORMED CHURCH

SCHAFF BUILDING
PHILADELPHIA, PENNSYLVANIA

REPORTS ON
EDUCATION
BUSINESS
REAL ESTATE

1943

ANNUAL MEETING

April 29-30

BOARD OF CHRISTIAN EDUCATION & PUBLICATION
Evangelical and Reformed Church

Schaff Building
Philadelphia, Pennsylvania

Reports on

EDUCATION - BUSINESS - REAL ESTATE

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THE BOARD OF CHRISTIAN EDUCATION
AND PUBLICATION

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Rev. F. D. Wentzel	- Director of Youth Work
Miss Bernice A. Buehler	- Director of Children's Work
Rev. Th. C. Braun	- Director of Leadership Training
Miss Greta P. Hinkle	- Literature Consultant
Dr. Carl D. Kriete	- Director of Missionary Education
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Miss Rose M. Kniker	- Associate Editor
Miss Marie R. Remmel	- Associate Editor

A G E N D A

f o r

C U R R E N T M E E T I N G

A G E N D A

FOR THE ANNUAL MEETING OF THE BOARD OF CHRISTIAN EDUCATION AND PUBLICATION

Schaff Building, Room 200
Philadelphia, Penna.

April 29th and 30th
1 9 4 3

Presiding:

President A. N. Sayres and
Vice President Th. W. Mueller

1. Convening of Session and President's Greeting
2. Devotions led by Professor A. G. Wehrli
3. Memorial Service for Dr. C. A. Hauser
(in charge of President Sayres.)
4. Roll Call
5. Adoption of Agenda
6. Communications -
7. Action on Minutes of 1942 Annual Board Meeting
Action on Executive Committee Minutes
8. Items from Minutes of 1942 Annual Meeting and Items from
Executive Committee Minutes Which Merit Report -
Minutes of Joint Committee, Board of Business
Management's Committee on the Schaff Building
and the Business Committee of the Board of
Christian Education and Publication.

DEPARTMENT OF EDUCATION

9. Report of the Executive Secretary on the State of the
Educational Work.
10. Report of Standing Committees -
 - a. Executive Committee
 - b. Editorial Board
 - c. Confirmation Instruction
 - d. Manuscripts
 - e. Church School Hymnal

11. Staff Reports

Children's Work
Daily Vacation Bible Schools
The Arthurdale Project

Youth Work, (including Student Work and
Intermediate & Senior Camps)
Leaders of Youth
Youth Cabinet Report

Adult Work

Leadership Training, (including Summer
Schools and Conferences)

Literature Consultant

Editor's Report

Church School Publications (including
Circulation Statistics)
Printing Contracts
United Christian Education Advance

Missionary Education

Visual Aids

Weekday and Vacation Church Schools

Kits

Mailings

12. Finances

- a. 1942 General Financial Statement
- b. Auditor's Report
- c. 1942 Camp & Summer School Statement
- d. Student Work
- e. Proposed Working Budget for 1943
(including action on Appropriations
for Cooperative Interdenominational Work.)

GENERAL BUSINESS

13. Forum Discussions

- a. The United Christian Education Advance
- b. The 1943 Christian Education Emphasis Period
- c. General Educational Emphases for the Current Year
- d. The Zoning System

14. Other Items

15. Decisions and Actions on Proposals Made Above.

DEPARTMENT OF REAL ESTATE

16. Report of the Executive Secretary on Real Estate Presentation of 1942 Financial Statement and Auditor's Report.

Report of the Building Superintendent

Executive Session

Other Items and New Business

DEPARTMENT OF BUSINESS

17. Report of the Executive Secretary on Business Presentation of 1942 Financial Statement Auditor's Report

Sub-Departmental Reports

- a. Book and Supply
- b. Statistical Supplement

Other Items and General Business

GENERAL

18. Status of Board's Uniform Pension Plan

19. Problems involved in Transfer of Property & Business, Ongoing Business Management & Board Incorporation Report on Incorporation Procedure

20. Executive Session

Election of Staff Members

21. Appointment of Committees

- a. Editorial Board and Curriculum
- b. Confirmation Instruction
- c. Manuscripts
- d. Transfer of Property & Business, and
Board Incorporation
- e. Any Other

22. Appointment of Representatives to -

- a. International Council of Religious Education
- b. Council of Church Boards of Education

23. Date for Next Annual Meeting

24. Any other Items

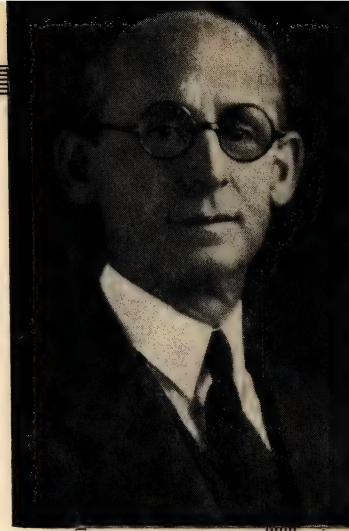
25. Closing Devotions

26. Adjournment

IN GRATEFUL REMEMBRANCE

A true friend unbosoms freely, advises justly, assists readily, adventures boldly, takes all patiently, defends courageously, and continues a friend unchangeably.

-- William Penn



Truly one of the giants has gone from among us! Small of stature, but large of heart and brilliant in mind, Dr. Conrad A. Hauser ranks among the great leaders in the field of Christian Education to which he gave his life. A shepherd at heart, he would have been one of the best of pastors had he not been claimed by the larger work of the Church after a decade and a half of able service in the pastorate. Indeed, he never ceased to be a pastor, as hundreds of his young friends in the ministry can testify, for he was a "good shepherd" to many of them.

Yet this unheralded personal ministry to individuals will be but slightly acclaimed alongside of his distinguished contribution to the development of the Christian Education movement. He served it well both inside of our Church and out of it. He was a part of it when it was still in swaddling clothes, before it knew any other name than "Sunday School work", as indicated by the name of our "Publication and Sunday School Board", which first called him to church-wide service. He was an important factor in its adolescence as it became a program of Christian Education in the largest sense. He pioneered for our Church in that development, all the while joining hands with interdenominational enterprises and organizations in the same field. His name will always be associated with the study and advancement of Weekday Religious Education and his book, "Teaching Religion in the Public School", stands as a monument to his mastery of that particular aspect of Christian Education.

The Board of Christian Education and Publication acknowledges with deep gratitude Dr. Hauser's three decades of faithful and diligent service and takes just pride in the part he played for us in the larger Christian Education enterprise. Surely "his labor was not in vain in the Lord."

-- A. N. Sayres

* * * * *

In the intimate circle of the staff of the Board of Christian Education, we will always remember Dr. Conrad A. Hauser for his humility, his imperturbable good-will, his generous concern for each of us personally. He was truly one of God's noblemen. One could not work with him for any length of time without becoming aware of an unusual grandeur and dignity of spirit. In his three score years and ten he had gone a long way in growing toward the measure of the stature of the fulness of Christ.

We will remember him also for his eternal youth. He had a deep appreciation of the past, of things old and established by tradition, but he lived greatly in the present. New ideas did not shock him. New movements did not find him unresponsive. Indeed, up to the very end of his life he was himself a pioneer, seeing more clearly than others the trends of the times, planning courageously for a better future. He felt at home with young people, and young people did not think of him as old. His eyes were bright and his heart sang the songs of youth as long as God gave him life.

And who could forget his faith? Nothing daunted him. When he learned soon after his retirement that an incurable disease was upon him, he continued to work with all the energy that remained and surprised his many friends by his good cheer. He trusted unfailingly in the goodness and the mercy of Him whom he gladly served, and when he walked through the valley of the shadow of death he feared no evil.

Surely now he would not have us grieve or lament. Far more in harmony with his unaging, forward-looking spirit would be a renewed dedication to the Kingdom of God which he preached and taught and a singing of the songs of the builders of that heavenly commonwealth.

We would be building; temples still undone
O'er crumbling walls their crosses scarcely lift,
Waiting till love can raise the broken stone,
And hearts creative bridge the human rift;
We would be building; Master, let Thy plan
Reveal the life that God would give to man.

-- Fred D. Wentzel

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DEPARTMENT

of

EDUCATION



REPORT OF THE EXECUTIVE SECRETARY

on the

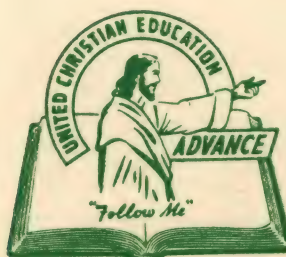
STATE OF THE EDUCATIONAL WORK

To the Members of the Board of
Christian Education and Publication -

A world at war presents new problems in every phase of our social organization. The church school and related organizations entrusted with the religious education of youth, are in a turmoil, attempting readjustments. Our own Board of Christian Education and Publication which is charged with such important responsibilities, in relationship to the religious life of our own Evangelical and Reformed homes and church schools, faces a difficult task.

The days that lie ahead are days that will test our integrity, our ingenuity and our intrepidity. Our faith and trust in God must hold. We dare not go back on our vows made at confirmation. We cannot trust in our own sufficiency. Programs which were satisfactory in ordinary times may not apply in the present situation, but that need not make us afraid. God is not limited to one method of making his ways known among men. War, bloodshed, - even the possible destruction of a civilization, should not deter us. The way of the Christian has always been a hard one. We dare to tread where the feet of the Master have trod -- through toil and sorrow and tribulation, through mockery and scourging, through accusations of blasphemy and of cooperation with the powers of darkness, through apparent defeat in a crucifixion -- to final, glorious triumph, in a new life, - a resurrection.

Some of us have already lived through just such periods; periods when this world's goods were considered vastly more worthwhile than those things which the church holds to be eternal; periods when men's hopes, ambitions,



purposes were all fixed on "this worldly" values. Such a period was the Communist interlude in China, when all religion was regarded as superstition; when Christianity was decried as a fraud, bidding the hopeless and the downtrodden to be satisfied with their lot, because of a better life to come.

The Church cannot afford, even today, to neglect the attempt to make this world a decent place in which to live, but she cannot do so by man-made schemes; not by a mere will-to-goodness. The Church's mind must be staid on God. In Him alone can she find the source of power that will enable her to harness the will of mankind to the vehicle of progress that will ultimately give us a warless world in which social and individual righteousness prevail.

Our children must learn to trust (or distrust), to love (or hate) us, by living with us. Our task in Christian Education is to teach our children and our fellow adults to love and trust the God whom Jesus revealed and proclaimed, by making it possible for them to live with Him. There are no other methods of knowing Him.

One of our primary concerns must be that we give to young men, in the few hours per year that we have contacts with them, that knowledge of God and truth which will enable them to stand in the hour of temptation, and which will not desert them in the hour of death. For, indeed, our young men and young women face both these odds in a manner which a war psychology and war philosophy have aggravated to an extreme. Our materials and the methods we use to inculcate this knowledge must be direct and forceful; it must be devoid of all ambiguity and doubts. Our writers and our teachers must be persons who themselves know God intimately and have discovered in Him the power that conquers both sin and death. No man can resist sin when there is a doubt in his mind as to its results; no man can face death confidently, when there is a doubt in his mind as to the Power beyond life and death; no man can joyously say "Yes" to life when there is a doubt in his mind as to the meaning of life. We have been, perforce, placed in the position where we must answer fundamental questions with "Yes" and "No."

W A R

There are two opposite opinions, daily expressed in our Church, relative to the Christian's position in war. Some of our young men are in C. O. camps; others in the Army or Navy. Those serving in the armed forces are themselves divided in opinion, but regardless of opinion they are caught up in the draft. Our responsibility is to minister to both classes in spiritual matters to the limit of our ability. The civilian population is no less shocked, and in a sense, paralyzed, by war's demands and effects.

Crowded conditions in camp and defense areas, the "one last fling before we go" attitude of mind, the lack of home and church atmosphere, have broken down the ordinary controls of sex morality to such an extent that the health of a civilization is seriously menaced. This demands our closest possible cooperation with the Board of National Missions and such social agencies as are trying to mitigate the "sufferings" of humanity in these circumstances.

THE UNITED CHRISTIAN EDUCATION ADVANCE

Two observations seem pertinent in regard to the "Advance" at the present time.

(1) So far as the work of our own staff and the church school program as a whole are concerned, the "Advance" is beginning to be dovetailed into all our departmental work, so that it no longer stands out as something separate and distinct.

(2) The "Advance" has been promoted as an inter-denominational, community-wide project, but in getting started, it was fostered by denominational boards, and by local churches, separately. Some denominations were more aggressive and began sooner than others. Some are even now just beginning to push the work.

It seems to be a fact that the Manual, Standard and program set-up by our own Board have become patterns for other groups. The International Council of Religious Education recently has published materials with a view to pushing the interdenominational phase of the work.

The "Advance" was conceived in times when our social life and religious programs followed a rather normal pattern. The war, with its demands for special types of activity of its own, has drawn the focus of attention from the "Advance" as such. An attempt was made by the International Council of Religious Education, at its last meeting, to link up the "Advance" Program with this problem. The main topic, "Christianity Faces War-Time Needs" stressed this idea.

Schools enrolled 354, representing 31 synods
Manual copies sold 945
Advance packets sold 165

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RACE RELATIONS

Our Church is both northern and southern; it embraces in the international program, peoples of several races. It is easy for us to over-stress social and political injustices to minority groups. It would seem that our main function should be to plant and cultivate that spiritual seed in the hearts of the youth of our churches which will spring up and bear the fruit of righteousness and justice. To attempt, by pruning and grafting, to produce this fruit of righteousness and justice might result in a mere semblance of the same.

POPULATION SHIFTS

Camp communities have a temporary and changing population. Defense plant communities are over-crowded and often incomplete in social organization. Those factors in social life which prey upon the people in the form of commercialized vice are often ahead of the churches in getting started. Homes, and non-defense areas, are often unable to keep up their normal social and religious activities, because the communities are being depleted. To help solve some of the problems involved seems to require our closest cooperation with the Board of National Missions.

COORDINATION

It would seem that there is need in the local church for all its educational agencies to work in harmony and to have a unified program. The work of the church school on a Sunday morning or afternoon should not be something separate and distinct from the work of the Youth Fellowship, Women's Guilds, Boy Scouts, Camp Fire Girls, etc. There should be, in almost every church, a coordinating committee on program activities. Constitutional provision for this is already made in Part 2, Section 17 of the By-Laws of our Church. If this is to be achieved in the local church, then it may be advisable for the general church organizations which foster the separate programs to get together and coordinate their work from the top down. Your executive secretary is therefore suggesting that we, as a Board of Christian Education, might invite the leaders of the several agencies of our church and other organizations to study the possibility of such coordinated programs. One such conference with the leaders of the Women's Guild has set the stage for a coordinated program in "Youth Work."

THE ZONING PLAN

The action of the General Council in dividing the church into four zones, for the purpose of granting greater opportunity to the boards and agencies of the church for the more adequate presentation of their programs, presents a direct challenge to our Board. If we had sufficient staff, or if the work could be so organized that present staff members were free to do the work, we could put on, in each zone, year by year, an intensive educational and promotional campaign. Thus, in four years' time we could more effectively cover the church than we were able to do under the former system.

THE ASSEMBLING AND INTERPRETING OF STATISTICAL INFORMATION

Before it is possible for us properly to advise in matters of the church school and to provide the most suitable lesson helps, we should know the physical plant, the attendance, the type of community served and the qualifications of teachers as well as the possible source of supply. The attitude of the pastor toward his teaching ministry is all-important. Your executive secretary therefore suggests that during the next four years an extensive study of these matters be made by the staff, doing the necessary work in each year through that group of synods which has been assigned to us as our special field.

The Board has made possible the beginning of this type of work in its provision for a Literature Consultant. This work could be extended and expanded in such a manner as to be of invaluable service to the entire church.

S T A F F

The work of the Board during this year was seriously handicapped (1) by the resignation of Dr. Alvin R. Keppel as its executive secretary. The consequent loss in momentum in finding a new executive secretary and having him get acquainted with the work, meant a slowing up of the entire program, and provided the background for some probable errors in procedure.

(2) The retirement of Doctor Krampe, and the retirement and subsequent death of Doctor Hauser, limited the work of the staff of the Education Department.

For the present, at least, this throws more responsibility back upon the staff and members of the Board.

Your executive secretary's acquaintance with the work and the members of the Board of Christian Education and Publication has convinced him that each member of the Board is keenly interested in the Board's work. He has not had sufficient acquaintance with either to know just what may be the special interest or special qualifications of each member of the Board, but it would seem to be a good policy for each member's special abilities to be tied up with some phase of the Board's program, and, in some cases, at the same time to serve in an advisory capacity with some member of the staff. Professor Pflug, for example, has already done this type of work and is planning to further expand his interest in the work camp project in cooperation with Rev. T. C. Braun and the Board of National Missions. Doctor Sayres and Doctor Kerschner have been especially helpful to your executive secretary in matters of finance and administration.

There are members of the Board with special training in children's work or youth work. We need special workers in weekday religious education, in vacation school work, in adult work. We are in great need of a field worker. It is questionable whether we shall be able to have a full-time paid staff worker for any one of these departments, but it might be

possible for some member of the Board to assume responsibility for the development of one or more of these lines of work in cooperation with some members of the staff.

The educational staff has been very kindly and extremely helpful to your executive secretary in this time of adjustment. While he was new at the work and getting acquainted with his duties, some of the tasks which are normally handled through the general office were cheerfully performed by whichever member of the staff your secretary called upon. This added to their already crowded duties and responsibility of such staff member. For their wholehearted and generous cooperation, your executive secretary is profoundly grateful.

The Statement of Philosophy accepted by the Board at its last annual meeting is worthy of re-emphasis and continued use as a basis for all our planning. In this current year, our task will be to make practical applications of the principles enunciated, and especially in the nine synods, where we have exceptional opportunities, to build the program of education around them.

SUMMER CAMPS

Your executive secretary is especially appreciative of the work done in the summer camps, and would respectfully suggest that this phase of our work be expanded as rapidly as possible.

In closing this report I should like to express my gratitude to the President of the Board, Doctor A. N. Sayres, and to Doctor W. Sherman Kerschner, who gave me of their time and kindly advice in these first months of making adjustments.

The members of the Executive Committee and the Business Committee have been very tolerant of my inexperience, and very helpful at the same time. I likewise want to express to each one of the members of the Board my thanks for the willing service each is rendering.

Not only have the members of the education staff been most cooperative, but the editor-in-chief and his co-workers have been most energetic and devoted. Had they not so thoroughly understood their tasks, my adjustment to the conditions under which we operate, and my apprehension of the ideals toward which we strive, would have been vastly more difficult, and probably costly.

I am deeply grieved that my association with Doctor Hauser was so short. The inspiration that came to me from a few casual meetings have influenced my outlook on life and have enabled me to face problems with a greater courage.

In the entire set-up of the Board's work, the internal administration is so highly important. The persons who have been doing the detail work deserve our highest praise for their efficiency. In the financial work, Miss Helen M. Morrow, and her staff; in the Periodical Department, Mrs. I. Marion Hull, and her staff.

I also want to pay high tribute to Miss Louella Nieman, Librarian and overseer of the Visual Aid equipment. She, too, has been faced with the difficulties arising from the current employment situation and, in order to keep the Library, the visual aid slides and clerical work as near up-to-date as possible, she has had to devote many extra hours - both here in the office and in her home - to this work.

The departmental secretaries, - Miss Dorothy Hale, Miss Mary Roberts, Miss Miriam Dobbins, Miss Jeannette Patterson, Miss Clara Aughinbaugh, Miss Beryl Richardson - have not only been efficient and helpful in their own departments, but have gone out of their way to assist me in numerous phases of the work.

My own secretary, Mrs. Olga Black, who came here soon after I did, and who had to learn to know all the work from the bottom up, has proved herself not only highly efficient but quick to grasp the important factors in the work and find a method of handling them.

Respectfully submitted,

PAUL V. TAYLOR

Executive Secretary

SOME OF THE ENGAGEMENTS AND CONFERENCES OF
DR. PAUL V. TAYLOR, EXECUTIVE SECRETARY
SEPTEMBER 1, 1942 - DECEMBER 31, 1942

<u>DATE</u>	<u>PLACE</u>	<u>MEETING</u>	<u>DENOMINATIONAL SUBJECTS</u>	<u>INTERDENOMINATIONAL SUBJECTS</u>
SEPT. 3	PHILA.	DR. MUNRO		I.C.R.E. PROGRAM
3	PHILA.	MR. WADNER-MISS HARRIS	ADJUSTMENT IN WORK. MESSENGER	
6	WAUKON, IA.	5 PULPIT AND PLATFORM ADDRESSES		
9	PHILA.	STAFF	HEIDELBERG PRESS	
10	PHILA.	BUSINESS COMMITTEE		
11	PHILA.	EDUCATION STAFF		
14	WASHINGTON, D.C.	SERVICE MEN'S CHRISTIAN LEAGUE		PLANS OF ORGANIZATION
15	CLEVELAND, O.	COMM. ON CORRELATION AND PROMOTION		
18	PHILA.	STAFF	CALENDAR	
20	PHILA.	BOARD'S SUB-COMMITTEE	SALARIES	
TO 25	CHICAGO CHICAGO HTS. BELLWOOD ARLINGTON HTS. CHAMPAIGN FREEPORT	NORTH ILLINOIS SYNOD 13 ADDRESSES AND 5 CONFERENCES	CHRISTIAN EDUCATION MISSIONS	
27	BRIDGEPORT CONN.	3 PULPIT ENGAGEMENTS		
30	NORRISTOWN	PULPIT ENGAGEMENT		
OCT. 2	SCHUYLKILL HAVEN	1 ADDRESS 1 CONFERENCE	YOUTH FELLOWSHIP CHRISTIAN EDUCATION	
5	PHILA.	STAFF	HEIDELBERG PRESS	
7	GREENSBURG	ADDRESS	PITTSBURGH SYNOD WOMEN'S GUILD	
8	PHILA.	COMMITTEE		CLOSER RELATIONS OTHER ORGANIZATIONS
9	PHILA.	PUBLISHERS GROUP		COOPERATIVE ADV.
12	PHILA.	AUDITOR	ACCOUNTING SYSTEM	
15	NEW YORK	COLLEGE BD. MEETING	HUA CHUNG COLLEGE	
16	PHILA.	FRANKFORD HIGH SCHOOL		CHINESE SOCIAL AND RELIGIOUS LIFE
18	TRAPPE, PA.	PULPIT ENGAGEMENT		
20	PHILA.	STAFF	LAY DELEGATES TO I.C.R.E.	
21	LANCASTER	SYNOD ADDRESS	CHRISTIAN EDUCATION	
22	NORRISTOWN	PHILA. SYNOD CONFERENCE	CHRISTIAN EDUCATION	
	COLONIAL PARK	ADDRESS	CHRISTIAN EDUCATION	
23	PHILA.	CONFERENCE BUSINESS COMMITTEE	ADDRESSOGRAPH EQUIPMENT REGULAR MEETING	
24	READING	WOMEN'S GUILD ADDRESS	CHRISTIAN EDUCATION & MISSIONS	

SOME OF THE ENGAGEMENTS AND CONFERENCES OF
DR. PAUL V. TAYLOR, EXECUTIVE SECRETARY
(CONTINUED)

<u>DATE</u>	<u>PLACE</u>	<u>MEETING</u>	<u>DENOMINATIONAL SUBJECTS</u>	<u>INTERDENOMINATIONAL SUBJECTS</u>
OCT. 25	TAMAQUA, PA.	PULPIT ENGAGEMENT		
26 TO 31	PHILA.	EDITORIAL BOARD MEETING	ENTIRE WEEK	
NOV. 1	MANHEIM, PA.	PULPIT ENGAGEMENT		
	INDIAN CREEK	PULPIT ENGAGEMENT		
3	PHILA.	CONFERENCE	HEIDELBERG PRESS MANAGEMENT	
	UPPER DARBY	UPPER DARBY JR. HIGH ADDRESS		
4	PHILA.	COOPERATIVE COUNCIL MISSIONARY EDUCATION	REORGANIZATION ELECTION OF DIRECTOR	
5	PHILA.	EXECUTIVE COM. MEETING		
6	RYDAL, PA.	ADDRESS	CHRISTIANITY'S FUTURE IN AN OLD WORLD	
8	ALLENTOWN	PULPIT ENGAGEMENTS		
11	WASHINGTON	SERVICE MEN'S CHRISTIAN LEAGUE		LAUNCHING OF THE PROGRAM
15	ST. MARY'S, O.	2 ADDRESSES-1 CONFERENCE	CHRISTIAN EDUCATION	
16	TIFFIN, OHIO.	HEIDELBERG COLLEGE ASSEMBLY	CHRISTIAN EDUCATION IN CHINA	
18	NEW YORK	INTERNATIONAL COUNCIL	EXECUTIVE MEETING	
19	POTTSTOWN	ADDRESS	CHRISTIAN EDUCATION AND MISSIONS	
22	YORK	PULPIT ENGAGEMENT		
25	PHILA.	STAFF MEETING		
29	MAHANAY CITY MC KEENSBURG	2 PULPIT ENGAGEMENTS PULPIT ENGAGEMENT		
30	PHILA.	JOINT MEETING-BD. BUSINESS MGT. COM. & BUSINESS COM.		
DEC. 1	PHILA.	CHURCH EXECUTIVES MEETING	CHRISTMAS PROGRAM	
4	PHILA.	SPECIAL MEETING OF THE BOARD		
4	PHILA.	ADDRESS-DREXEL INSTITUTE		
6 6	PHILA. BOYERTOWN	PULPIT ENGAGEMENT PULPIT ENGAGEMENT		
7 TO 11	CLEVELAND	FEDERAL COUNCIL & RELATED BODIES FEDERAL COUNCIL COMMITTEE* JOINT MEETING WOMEN'S GUILD COM. & YOUTH DEPT. BD. OF CHRISTIAN EDUCATION		NORTH AMERICAN COUNCIL OF THE CHURCHES OF CHRIST * MARRIAGE & THE HOME
13	ALLENTOWN	PULPIT ENGAGEMENT		
14	PHILA.	PHILA. SYNOD COMM.	CHRISTIAN EDUCATION	
25	BRIDGEPORT	3 PULPIT ENGAGEMENTS		
28	PHILA.	CONFERENCE, DR. SAYRES & MURRAY SPAHR, ESQ.	CHARTER FOR BOARD OF CHRISTIAN EDUCATION	

OFFICIAL MAILINGS - - - - 1942

GENERAL -

(included in envelope)

Fall (1942) Mailing

Building Your Program
 Films for Christian Teaching
 Thoughts of God for Boys and Girls
 Flier on A Missionary's Leisure
 Christmas Programs-Pageants & Plays
 "Advance" enrollment application
 Order Blank
 Executive Secretary's Letter

Spring (1943) Mailing

Let all the People Praise Thee
 Youth Day - 1943
 Lights That Shine
 The Christian Family in War Time
 Children's Day Offering Envelope
 Child's Teacher
 Christian Family Week
 The Vacation Period
 Thoughts of God for Boys and Girls
 Let the Children Come (service)
 Let the Children Come (presentation)
 Order Blank
 Executive Secretary's Letter

Executive Secretary's Office -

Form letters 35
 personal " 1,631

Children's Department

Form Letters 8
 Personal " 1,130

Youth Department

Form Letters 30
 Personal " 2,312

Leadership Training Department

Form letters 29
 Personal " 1,745

Literature Consultant

Personal letters 438
 7,358

Number of copies mimeographed for the year 1942,
 including all the above departments,
 Accounting Department, Book & Supply,
 Real Estate, Messenger, Visual Aid,

180,707

INTERDENOMINATIONAL AGENCIES WITH WHICH
THE BOARD IS ASSOCIATED

AGENCY	BOARD OR STAFF MEMBER REPRESENTATIVE	CONTRIBUTIONS 1942	ASKINGS FOR 1943
INTERNATIONAL COUNCIL OF RELIGIOUS EDUCATION	PRES. A. N. SAYRES DEAN TH. W. MUELLER DR. ROBT. C. STANGER DR. PAUL V. TAYLOR MISS BERNICE BUEHLER (EX OFFICIO) DR. PAUL V. TAYLOR	\$1048.48	1111.00
I.C.R.E. BD.OF TRUSTEES			
" FINANCE COMMITTEE	DR. PAUL V. TAYLOR		
" PUBLISHER'S ADV. SECTION	DR. PAUL V. TAYLOR REV. F.E.MCQUEEN }	8.00	4.00
" PUBLISHER'S SPECIAL COMMITTEE WITH EDITORS	DR. PAUL V. TAYLOR		
" VISUAL EDUCATION	REV. TH. C. BRAUN		
" YOUTH	REV. FRED D. WENTZEL		
" LEADERSHIP EDUCATION	REV. TH. C. BRAUN		
" CHILDREN	MISS BERNICE BUEHLER		
" VACATION REL.ED.	MISS BERNICE BUEHLER, CHAIRMAN		
" THE SEVERAL LESSON COMMITTEES	REV. FRED D. WENTZEL MISS BERNICE BUEHLER REV. TH. C. BRAUN REV. F. E. MC QUEEN		
" "ADVANCE"		100.00	100.00
" WEEKDAY REL. ED.		100.00	100.00
" COM.ON COOPERATIVE ADV.		122.78	30.70
" COMMISSION-ED.POLICY	MISS BERNICE BUEHLER		
" RESEARCH	REV. FRED D. WENTZEL		
" COMM.-CLOSER RELATIONS	DR. PAUL V. TAYLOR		
COUNCIL OF CHURCH BOARDS OF EDUCATION	DR. PAUL V. TAYLOR	200.00	200.00
COUNCIL OF CHURCH BOARDS OF EDUCATION, UNIVERSITY COMM.	REV. FRED D. WENTZEL		
WORLD'S SUNDAY SCHOOL ASSOCIATION	DR. PAUL V. TAYLOR	235.00	245.00
PENNA.STATE SABBATH SCHOOL ASSOCIATION	DR. PAUL V. TAYLOR		
SERVICE MEN'S CHRISTIAN LEAGUE	DR. PAUL V. TAYLOR		
ASSOCIATION AMERICAN COLLEGES	DR. PAUL V. TAYLOR		
WORLD STUDENT SERVICE FUND	DR. PAUL V. TAYLOR (LECTURE WORK)		
WORLD CHRISTIAN ENDEAVOR UNION	REV. FRED D. WENTZEL		
PROTESTANT COMM.ON SCOUTING	DR. PAUL V. TAYLOR		
" " " "	REV. FRED D. WENTZEL		
FEDERAL COUNCIL-COMM. ON MARRIAGE & THE HOME	DR. PAUL V. TAYLOR	10.00	10.00
NEW YORK STATE COUNCIL OF CHURCHES	(EXPENSES, REV. J. M. PECK)	19.44	
PHILA. FEDERATION OF CHURCHES	REV. FRED D. WENTZEL		

Some of the Out-of-Town Engagements for Dr. A. R. Keppel for 1942

January 1 to August 31

<u>DATE</u>	<u>PLACE</u>	<u>CONFERENCE</u>
Jan. 1	Cleveland, Ohio	Special Messenger meeting
5	Baltimore, Md.	Council of Church Boards
11/12	St. Bernard, Cincinnati, O.	Comm. on Correlation and Promotion. Comm. on Finance and Budget
13/14	Cincinnati, Ohio	General Council
27	St. Louis, Missouri	Board of Business Management Meeting
Feb. 4	Harrisburg, Penna.	Comm. on Higher Education of the E. & R. Church
5	Pittsburgh, Penna.	Camp Ownership Com. Mtg.
6	Fort Wayne, Indiana	Executive Committee Mtg.
7	Elmhurst, Illinois	Youth Cabinet Meeting
9	Chicago, Ill.	International Council, Executive Committee of Publisher's Advisory Group
10/14	Chicago, Ill.	International Council,
26	New York City	W.S.S.A. Business Committee Meeting
Mar. 6	Cleveland, Ohio	Cooperative Council of Missionary Education
Apr. 7	Columbus, Ohio	Meeting of Sub. Committee on Correlating Work of Synodical Com. of Christian Education with Synodical Com. on Higher Education.
May 26	Salisbury, N.C.	Catawba College Commencement.
June 10	Camp Mensch Mill	"Advance" Presentation at Synodical Conference

Some of the Out-of-Town Engagements for Dr. A. R. Keppel for 1942

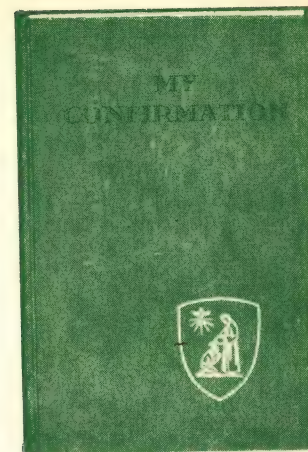
January 1 to August 31

(continued)

June 15/17	St. Louis, Missouri	Special Messenger Pub.
22 to		
July 1	Cincinnati, Ohio	General Synod Meeting
6	Harrisburg, Penna.	Commission on Higher Education Meeting
16	Cleveland, Ohio	Catalogue Meeting
21	Harrisburg, Penna.	Meeting of College Presidents
23	Green Castle, Penna.	Dr. Omwake's Funeral
27/30	Salisbury, N.C.	Catawba College

* * * * *

Report of
THE COMMITTEE ON
CONFIRMATION INSTRUCTION



To the Members of the
Board of Christian Education & Publication:

The story of the publication of "My Confirmation" has been told in regular reports to the Executive Committee which may be found on pages _____ of this volume. Some of the written comments on the manual that have come to our attention are reported on pages _____ and _____. The new publication has been accorded a generous reception and seems to be meeting a real need.

Sales to date totalling 5700 copies have far exceeded our expectations. At this rate the first edition may be exhausted within a year.

Requests for material to be used in adult confirmation instruction continue to come in. The committee has had this problem under consideration for some time and plans to make this its major concern in the immediate future.

Respectfully submitted,

Theodore C. Braun, Chairman

Report of the
COMMITTEE ON MANUSCRIPTS

To the Members of the
 Board of Christian Education & Publication:

The only manuscripts submitted to the committee during the greater part of the year were so obviously unsuited for publication by our Board that the undersigned and the executive secretary assumed responsibility for rejecting them without incurring the expense of circulating them.

Within recent weeks three manuscripts have been submitted to the committee and are now under consideration. They are:

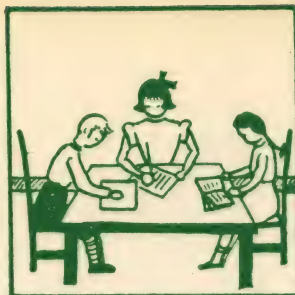
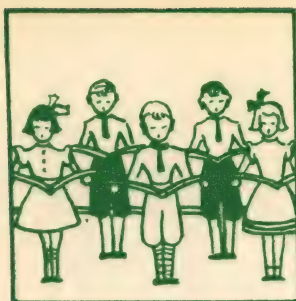
Our Christian Symbols, by Friedrich Rest
 (Forty studies by one of our pastors, planned for textbook use.)

Devotions, by Bertha M. Kline
 (A series of fifty-five brief devotions, consisting essentially of prayers written in verse.)

The Pig in the Parlor, by Florence M. Stellwagon
 (A series of "poems" deploring filth in books)

Respectfully submitted,

Greta Hinkle
 Richard Rettig
 Allen G. Wehrli
 Theodore C. Braun, Chairman



Department of

CHILDREN'S WORK

To the Members of the
Board of Christian Education and Publication:

The National Children's Workers Cabinet

The Executive Committee at its November, 1942 meeting, approved a plan for the establishment of a National Children's Workers Cabinet and authorized the following to be sent to chairmen of Committees on Christian Education:

A. The National Children's Workers Cabinet can be created democratically:

1. By asking each Synodical Committee on Christian Education to designate one member as a children's worker. This person might be one of the present committee members, or a children's worker coopted specially as a member of the Committee. The person so designated should have had some educational training and experience in working with children.
2. By establishing five (or six) area cabinets of children's workers. The persons designated as children's workers (suggested in 1) of the 34 Synods would be divided into five (or six) geographic groups to be known as Area Cabinets of Children's Workers. Area cabinets would meet annually (if possible) and become planning and executing groups electing their own chairman. The five (or six) chairmen thus elected by area cabinets would become duly elected members of the National Cabinet.
3. The National Children's Workers Cabinet would then consist of the chairmen of each of the five (or six) area cabinets and two or three members at large appointed by the Executive Committee of the Board of Christian Education and Publication.

B. The National Children's Workers Cabinet can be financed:

1. By asking the Board of Christian Education and Publication to finance national meetings of the Cabinet at which time the program of children's work in the denomination would be formulated and plans made to carry it back to the area cabinets, and thus to Synodical Committees and the local church.
2. By asking Synodical Committees on Christian Education to finance meetings (annual or bi-annual) of the area cabinets, at which time the national director of children's work would meet with the area cabinets to consider the children's work of that area.

To date we have received word that eight children's workers have been appointed, or so designated. Seventeen of the Synodical Committees on Christian Education have reported.

At our February, 1943 meeting of the Executive Committee the director was authorized to plan, in consultation with the Staff, two area meetings for the children's workers of Synodical Committees on Christian Education. The purpose of the meetings is to study needs of children of the church and community; to plan procedure for meeting those needs; and procedures by which children's workers might promote children's work in their Synod. It is hoped that these meetings can be held before June if possible, and certainly by September. Synodical Committees are being asked to provide transportation for their representatives, the Board providing hospitality.

Children's Day Service

The 1943 service, "Let the Children Come" was prepared as part of the Christian Education Emphasis materials. It was sent to pastors along with a suggested worship service for the day. As in the past two years emphasis was placed on making the Children's Day Service a report of the work of the children in the church school. We are happy to find that many teachers are substituting work which their children have undertaken during the year for the materials presented in the Children's Day presentation. The Children's Day suggestions serve their true purpose when they are so used by church workers.

In 1942, we sold 28,977 copies of the Children's Day Service, "The Bible Speaks" and 3,115 copies of the presentation.

Thoughts of God for Boys and Girls

"Thoughts of God for Boys and Girls," formerly a devotional booklet for the Lenten period is becoming a year round devotional quarterly for children. Prepared under the Connecticut Council of Churches the Lenten edition is now supplemented by two other editions. The Christmas issue was made available for the first time in December, 1942. The forthcoming Summer Time Thoughts of God will be available by Easter and contains devotional material for use with children, from May through September.

We have sponsored the Lenten edition since it first made its appearance in 1937. We sponsored also, the Christmas edition and have informed our people of the Summer Time issue. Of the Christmas edition we distributed 1,980 copies. Of the 1943 Lenten edition we distributed 7,351 copies. Many of these were sold through our book stores.

The Devotional Book for Children

Following a meeting of the Executive Committee last June, I cancelled some of the committee and field work which had been scheduled to follow through the necessary work on planning for a devotional book for children. Outlines were made, revised, reworked, writers were contacted and manuscripts received. Each manuscript had some good materials, but all in all the general problem of editing was and is a tremendous one. A careful study of the manuscripts seemed to indicate the need for a revision of the outline, and a more careful working through of day by day thoughts.

I had hoped to be relieved of the work of editing the book. The Executive Committee at its February 1943 meeting so voted, referring it to the Staff. After further consideration the Staff felt since it was the aim to make available to our people a book prepared by the people of our church we would fail if we did not find someone in our own church to edit it.

A recent meeting with some of our workers in St. Louis necessitates an oral report on the present status of the book.

Vacation and Week Day Religious Education

These areas have been delegated to the Department of Children's Work. Most of the inquiries in both areas come within the scope of children's work but in many cases consultation with the youth director is essential in answering requests. Pamphlets listing Cooperative Vacation Church School Texts were distributed to pastors; another leaflet emphasizing the need for vacation schools was included in the spring mailing; the April issue of The Child's Teacher carried suggestions for vacation schools.

You Can Do It.

We have taken an imprint of the book, "You Can Do It" published by the Baptist Board. The book pictures steps to be taken in following through a number of creative activities. The pages are reprints of materials which were used in the Bethany Guide.

Field Contacts

Summer Schools and Conferences. Approximately six weeks were given to summer schools in 1942, at North Star; Sunflower; Green Lake School and Conference; Mensch Mill Family Camp.

Children's Workers Clinics were held in Michigan-Indiana, North and South Wisconsin, North Illinois Synods.

The Women's Guild Convention of the West New York Synod; two Sunday School and League Rallies of the Iowa Synod.

Sunday School Convention of Somerset Classis at Shanksville, Pennsylvania.

A number of local church workers conferences as well as a growing number of personal conferences with leaders through office visits.

In addition to personal contacts, correspondence continues to provide interesting possibilities for guidance of local workers. The June Child's Teacher is to be given to work accomplished by children's workers as reported in their correspondence.

Interdenominational Contacts

The week spent with the children's workers of the International Council of Religious Education in the fall is one of the richest experiences of the year. It is a real privilege to work with that group. Mrs. E. Roy Corman and Miss Greta P. Hinkle attended the February meetings with me.

Two weeks were devoted to International Curriculum Committee meetings; three weeks last summer and a week and a half this spring to curriculum committee meetings with the Presbyterians; three days to meetings of the "Coop" which consists of children's workers from Northern and Southern Presbyterian, Baptist and Christian groups. A substitute was sent to the fall meetings of the Missionary Education Movement. Because of the work in Burlington, Iowa I was not able to attend their spring meeting, but am reserving dates for the fall meeting.

Extended Period of Field Work in One Center

Acting upon the Board's approval that I might spend an extended period of time in one place and in consultation with the Staff, I accepted the invitation of The Board of National Missions to spend four weeks in Burlington, Iowa, a community which is suffering from population expansion due to war industries. Help in that situation had been requested by our pastors in Burlington, one of whom is chairman of the Synodical Committee on Christian Education. My work was to be in Garfield Trailer Camp, located near St. Luke's Church.

The day I arrived in Burlington, March 16th, the papers announced the government's decision to move all trailers out of Burlington within thirty days. Visiting the manager of the Garfield Camp I found uncertainty as to what would happen. People were to move at once to the new housing project at Flint Hill Manor, but there were loop-holes. After consulting with our pastors it was decided that I should give my full effort to helping to plan the work for the people of the Flint Hill Manor Federal Housing project - an area which would include, when shifts were made, some four thousand people, including about eight hundred children. Work in that project had been started by the Presbyterians. However at the time they started the work they wanted it to be interdenominational.

Also, in the meantime the Iowa State Council of Religious Education had helped to initiate an interdenominational approach to the Flint Hill Manor project. I arrived at the time when the committees were ready to start with the interdenominational approach so worked very closely with Miss Barnett, the Presbyterian worker at Montgomery House, the Christian community center. It was our task to strengthen and expand the program of Christian education at Montgomery House.

It was good to work with our denominational group in that area, but it was especially fine to have the opportunity of helping our people discover the challenge of interdenominational work. The approach to these new communities should be made on an interdenominational basis. Through such an approach a correlated program of the Sunday and week day activities can be provided.

One outstanding outcome of the work was the decision of the churches to sponsor a community-wide, eight weeks, vacation school project. Our pastors showed a spirit of cooperation in which we should rejoice. They were willing to lose the identity of their churches so that the needs of the people could be met.

While in Burlington it was my privilege to meet with the church school workers of our four churches; work with their Leagues in the area Synodical rally; speak with the women of our four churches as well as those of other denominational groups; conduct story hours for children of Garfield Camp and become acquainted with another of our uprooted groups of people.

Expenses for this field trip were provided by the Board of National Missions, my salary continued from our Board.

Recommendations growing out of that experience are given in a supplementary report. Personally, I appreciated the invitation of the Board of National Missions to work in one of the war emergency communities and the willingness of our Board to grant the period of time for extended work in one area.

New Office Secretary

Miss Mary Roberts, formerly of the Department of Field Work has come to the department as office secretary. Years of experience with Dr. Hauser, personal interest in and understanding of the work of the department, willingness to assume responsibilities are combined in the new helper to make her a splendid office assistant. Her contribution to the work of the department is deeply appreciated.

Looking Ahead

1. To two area planning conferences of children's workers of the Synodical Committees on Christian Education.

Need to appoint persons to represent the Board and the membership at large of the committee.

2. To increasing the number of Children's Workers Clinics.

3. Recommendations about the Children's Devotional Book.
4. Recommendations growing out of the work in Burlington.
(See supplementary report)
5. Would like permission again to use a three week period for work in Christian education at some one center, place and time to be decided upon in consultation with the Staff.

Respectfully submitted,

Bornice A. Buehler

Director of Children's Work



The CHILD'S TEACHER

I like to think of *The Child's Teacher* as my quarterly personal letter to workers with children in our local churches. The first issue was published in January, 1941 and is a successor to the former *Children's Division Guide*. It is circulated in the hope that the material presented will help the child's teacher gain a new appreciation for the child as a person and deepen the vision of work to be done through the educational program in our churches. A copy is sent without charge to each pastor and to over 5,000 children's workers.

Sometimes suggestions and helps printed in the bulletin have come from teachers themselves and are reprinted so that other children's workers may see what can be done. The reactions from the field are very encouraging and would indicate that *The Child's Teacher* is proving itself of value. We take the privilege of printing a few of the comments received.

"My first reaction to the bulletin was, 'Oh one gets so much literature to read.' But by the time I read on through I changed my mind. If it is as helpful as this I want it and shall take time to read it."

"I like this method of keeping in touch with us and as superintendent of our children up to and including Primary age, I use many of the suggestions and wish to express my appreciation."

"I am grateful to you for *The Child's Teacher* and like it very much."

"I wish to pass on to you my appreciation for *The Child's Teacher*. So that all our teachers may receive this valuable booklet, I am giving you their names."

"I received a copy of *The Child's Teacher* and like it so much. Please place my name on your mailing list as I wish to receive every issue."

"I want to tell you that *The Child's Teacher* with its many suggestions has been of great help to me. I was especially grateful for the list of suggested mission materials as listed in the October issue."

Respectfully submitted,

Bernice A. Buchler

DEPARTMENT OF YOUTH WORK

To the Members of the
Board of Christian Education and Publication:

Since most of the important activities of the Youth Department during the past year have been reported at meetings of the executive committee, I should like to refer to them mainly in a statistical way and then to devote the major part of this report to a discussion of (a) how war conditions are affecting youth work and (b) some of the things that need most urgently to be done. The very encouraging annual meeting of the Youth Cabinet at Columbus during February will be represented in the recommendations which appear at the end of the report.



I A Statistical Review

(1) Field Work. The field assignments of the year have included: Helping to plan and conduct the annual June Conference on Christian Education at Camp Mensch Mill (June 9-10); speaking at the first synod-wide conference of the North Illinois youth fellowship (June 13-14); directing the Intermediate Camp at Dunkirk (June 30-July 9); teaching in the Senior Dunkirk Camp (July 9-18); directing the first Ohio Intermediate Camp (August 16-23); directing the Family Camp at Mensch Mill (August 30-September 7); taking part in the meeting of the C.R.E.Y. at Chicago (September 28-October 1); speaking at the conference of the Youth Federation of Toledo and Vicinity (November 1); speaking at the conference of youth leaders of the East Pennsylvania Synod in Bethlehem (November 6); preaching at Amsterdam and speaking at the conference of the Capitol City Youth Federation (November 8); taking part in a conference on "Youth and Missions Today" sponsored by the M.E.M. in New York City (November 12); sharing in a conference on the relationship of the Youth Fellowship and the Girls' Guild in Cleveland (December 7); counselling with the church school leaders of the three congregations of the Emlenton Charge in western Pennsylvania about the United Christian Education Advance; counselling with the leaders of the Huntingdon, Pa., congregation on the Advance (December 10); meetings throughout the year of the committee on leadership education of C.R.E.Y.; speaking at the meeting of the youth fellowship of Calvary Church, Philadelphia, (January 24); taking part in the annual meeting of the Youth Cabinet (February 6-7); the annual meetings of the International Council of Religious Education in Chicago (February 8-10); a teachers' clinic for the churches of Chicago and vicinity (February 12); speaking at the Cuyahoga County Youth Conference in Cleveland (February 20); preaching in the Eighth Church, Cleveland, (February 21); serving as discussion leader at the Student Christian Movement Conference, Wernersville, Pa., (February 26-28);

taking part in the curriculum conference of the Presbyterians (March 2-5); speaking at the first anniversary of the youth fellowship of Heidelberg Church, Philadelphia, (March 14); preaching at a Lenten service, Hope Church, Philadelphia, (March 18); discussing the United Christian Education Advance, Church of the Ascension, Norristown, (March 19); speaking and leading discussion groups at the Missouri State conventions, Warrensburg and Macon (March 22-24); attending the annual meeting of the Columbia Chapel Board of Directors (March 25); speaking at a conference of the Senior Youth Federation of St. Louis and Vicinity (March 28); discussing youth work with one of Professor Pflug's classes at Eden Seminary (March 29); speaking at Lenten vespers, Ursinus College (March 31).

(2) Camps. The Youth Department had major responsibility in 1942 for the conducting of seven camps, including the new Intermediate Camp in Ohio, and advisory responsibility for four additional camps (John's River Intermediates, Waveland Boys, Waveland Girls, Camp Mack Intermediates). In 1940 the attendance in these camps was 746; in 1941, 862; in 1942, 923.

Mr. Braun and I have agreed that since the constituency of the Shady Side Camp is almost completely of high school age, this camp is to be transferred from his department to mine. This means that in 1943 the program and personnel of twelve camps will totally or partially depend on the supervision of the Youth Department. It may be interesting to observe that in the eight camps over which we have direct supervision, the leaders involved will include eight directors, fifty teachers and one hundred counselors.

(3) Publications. Since April, 1941, we have had three printings of Windows of Worship, a total of 22,732 copies. Of these, 15,572 copies had been distributed on April 9.

Our seasonal services were distributed as follows: Jesus, Our Lord (Youth Day, 1942), 27,264 copies; Praise Thee for Our Homes (Festival of the Christian Home), 35,790; The Holy Church Throughout All the World (Confirmation Reunion), 7,000; Watch Night Candlelight Service, 1943, 1,500.

Six hundred copies of the Youth Worker's Kit, made available in January, 1942, have been sold to date.

During the summer of 1942, we printed 5,000 copies each of our basic pamphlets, Youth Work in the Local Church and The Statement of Purpose. The first was revised, the second, completely rewritten.

The Intermediate Fellowship Page, offering guidance material for leaders of junior high school youth, was a monthly feature in Venture up to January 1, 1943. Since that time the Page has appeared each week. With the increased attention being given to this age group, the change of policy has proved most acceptable to our leaders.

LEADERS of YOUTH

Leaders of Youth, mailed free to pastors, adult counselors of youth and presidents of organized youth groups each quarter, goes to a total of about 6,500 persons.

(4) Affiliations. Last year we reported 250 groups affiliated with the Youth Fellowship of the denomination. One hundred groups have been added to this list. The help of a part-time assistant secretary in our office has made it possible for the first time to initiate and to maintain a policy of close follow-up. We have written to all affiliated groups and to all persons who had ever expressed an interest in affiliation, and the results have been most encouraging. The guidance we offer through correspondence, affiliation forms and the contents of the Youth Worker's Kit has brought many expressions of appreciation.

In accordance with the plan approved by the executive committee at its meeting in June, 1942, we have urged all affiliates to make an annual special contribution to youth work of \$5.00, more or less. A list of contributions up to April 1 is appended to this report. Assuming that we can keep up and probably increase the number of groups contributing in this way, we will have no difficulty in raising that part of the assistant secretary's salary for which the Youth Department is responsible (this is now \$12.50 per week).

(5) Synodical Youth Cabinets and City Federations. There has been a slow but steady growth in the number of organized synodical youth fellowships and city groups. More or less flourishing city federations now exist in St. Louis, Ann Arbor, Baltimore, Buffalo, Chicago and vicinity, Greater Cincinnati, Cleveland, Detroit, Evansville and vicinity, Indianapolis, Louisville, Milwaukee, New Orleans, Metropolitan New York, Rochester, Toledo and vicinity. During the past year informal interchurch meetings have been held in Lancaster, Pa., and plans are under way to effect an organization. In Philadelphia a group of the younger pastors who have taught in our summer schools and camps and have a fine interest in the denominational youth program are discussing the possibility of arranging for meetings of their young people, with the hope that eventually a federation for the city and its environment may be formed.

All of the thirty-four synods with the exception of California, Rocky Mountain, Iowa, Northern and Dakota have made provision for youth cabinets. Nebraska and North Illinois organized their cabinets during 1942.

Mimeographed newspapers have multiplied. Since frequent synod-wide meetings of young people are more difficult at this time, such papers serve as one means of keeping alive and developing the sense of community. In city federations they are a convenient method of making announcements, sharing program suggestions and stimulating

mutual interest.

(6) Student Work. Contact was maintained by correspondence with forty student pastors. The mimeographed guide for student workers, called Campus and Church, was mailed monthly to all these pastors. The Intercollegian was sent gratis to eighteen pastors. About 2,600 copies of the student editions of Youth were mailed gratis to seminarians and other Evangelical and Reformed students in November, January and March. Three days were given to the Student Christian Movement conference at Wernersville, Pa., February 26-28. We had personal conferences with three student pastors - Ranck, Wilke and Jacobs. Our financial investment in student work included: payments toward pastors' salaries, \$3,155; printing and shipping 7,800 copies of Youth, \$700; subscriptions to eighteen copies of The Intercollegian, \$18; traveling expenses, \$75; total, \$3,948.

Ten groups in the Missouri Valley and Kansas City Synods have contributed during the year toward the reduction of the Columbia Chapel indebtedness. The total was \$282.50. At the 1942 meeting of the Board of Christian Education we reported an indebtedness of \$1,000.55. The present unpaid balance is \$718.05.

The World's Student Service Fund is an effort to provide war relief for students. It furnishes writing materials, books, clothes, transportation expenses and personal services to students throughout the world. We cooperated with the staff who promote this Fund, urging the religious leaders in our own colleges as well as student workers at universities to give it generous support. There is no way of knowing what university students gave, but we do have the report of contributions in our colleges, as follows: Hood, \$25; Cedar Crest, \$5; Franklin and Marshall, \$411; Lancaster Seminary, \$116.36; Heidelberg, \$198.79; Elmhurst, \$171.61; Eden Seminary, \$25; total, - \$952.76. The time involved is September 1, 1942 to March 31, 1943.

A few quotations from the correspondence of our student workers will give us some indication of the conditions which they face since the military forces have taken over the education of men. Mr. Asendorf, of State College, wrote on January 22: "Our enrollment for the new semester has dropped below the 200 mark. Once it was over 300. I have the names of only 162. Last semester we had cards for 230. In December a fairly large class was graduated under the accelerated program. Some did not return because they were called or expected soon to be called into service."

Mr. Zenk, of Madison, Wisconsin, says: "Soldiers, sailors and WAVES have been enrolled at the University and lodged in dorms formerly occupied by students. This has caused considerable confusion...Our Sunday night meetings and forums have not been as regular as we



had hoped, but we are going right ahead with a new zeal in the fine new church. Talk about work in looking up or contacting Uncle Sam's enlistees and draftees for anxious mothers! I really should have a part-time secretary."

In a letter dated April 8, Mr. Jacobs, of Columbus, Ohio, tells about changes in his program: "At Ohio State University we have what we call The University Religious Council. This is composed of the student workers of the various denominations. We have the machinery set up by which we get the denominational preference of those who enroll. We have been given to understand that when about six hundred army boys arrive next week, we will be informed of their denominational preferences. We will let these boys know how they may get into touch with their student workers. A headquarters is to be maintained on the campus, with a religious leader in attendance at times when the boys are free. The denominational leaders will take turns, and will refer any boy who seeks counsel to his proper student worker...We are also working out a plan to serve in turn at the University Hospital. Of course, the patients would include others than the army boys, but we would be concerned mainly about them. Each pastor is to serve for one week."

From a letter of Mr. Ranck, dated March 31, we glean the following facts about student work in the Philadelphia area. With the beginning of 1943, monthly units of pre-flight men, of from 200 to 250, have been enrolled at the University of Pennsylvania, all to remain for three months. This plan is to continue through the year. After July 1, 1944 additional naval men are due to arrive, but these will be drafted men and they will remain for at least a half year. At Temple they are working with the Signal Corps. At Drexel the picture is not yet clear. What we face is a rapidly changing group of students, many fine leaders leaving without notice, a gradual lowering of total male enrollments, the necessity of adjusting our program of counselling and of public meetings to the rules of the military.

At Columbia, Missouri, Mr. Wilke reports that our Evangelical and Reformed enrollment is only slightly less than in previous years. He is enthusiastic about the inclusion of Congregational-Christian students in our Chapel program, a plan which has been given official blessing by both denominations. The presence of thousands of men in military training has involved much additional labor for Mr. Wilke. He says he has become a sort of chaplain for many of these boys and he feels that what he does with them is of great importance.

(7) Relationship with the Girls' Guild. Two things of importance have happened during the last year with reference to the relationship of the Youth Fellowship and the Girls' Guild. One is the appointment of Ruth Weikert as secretary of the Girls' Guild. Miss Weikert majored in religious education at Yale. For five years she has been director of young people's work at First Church, Lancaster, Pa. She has twice taught in the Intermediate Camp at Mensch Mill. The

second event is the formulation of a new joint statement on the work of the Youth Fellowship and the Girls' Guild. This statement has been adopted by the Youth Cabinet, by the executive board of The Women's Guild and by the executive committee of the Board of Christian Education. It indicates considerable progress both in achieving a happier spirit of cooperation and in working out a practical plan for the correlation of programs.

II Youth Work and the War

Some of the most significant effects of the war on the philosophy and the program of youth are suggested below.

(1) Many of our youth groups are now made up almost entirely of high school students, with a preponderance of girls.

(2) Reduced attendance at meetings of older youth groups, together with other factors, has led in some churches to Sunday evening meetings which are sponsored by the youth fellowship but open to adults. This seems to be a desirable development, at least for the duration. It keeps the youth fellowship alive, and at the same time it strengthens bonds between the two generations which greatly need strengthening.

(3) War necessity is suggesting to some leaders what might well have been undertaken for better reasons in times of peace. One pastor writes: "Our young people used to combine with those of about six nearby towns in monthly meetings. Transportation and other difficulties have eliminated that for the time being. Instead we have formed a youth federation of all the Protestant churches in this city. So far our monthly meetings have been very successful." This is in Youngwood, Pennsylvania. In Jackson, Michigan, our pastor has taken the initiative in developing the same sort of interdenominational activity.

(4) Work with intermediates is coming to be recognized as of strategic importance; much more attention is paid to this age-group and the demand for guidance material has notably increased.

(5) The very fact that difficulties in transportation, the securing of food and the employment of leaders for camps and summer schools are now greater and more obvious than heretofore, seems to have underscored the values of our summer program, and we now have a local promotion which in extent and in zeal far surpasses the promotion on which we could depend in times of peace.

(6) Two contradictory tendencies appear in the thinking of our young people and their leaders. One is the desire to do something of vital significance, to respond to what we might call the appeal to mercy (the Christian Fellowship of Compassion, for instance), to make some contribution toward the establishing of a just and durable peace.

The other is the seeking of refuge from the terrors of our time in the study of the Bible and of Christian doctrine with the practical exclusion of social realities, and in a bravely light-hearted recreation.

(7) The urge to become unquestioning participants in what is called the war effort and to bring this participation into the program of the Church is very strong and in some cases meets little resistance. An instance that is both amusing and distressing recently came to our attention. From one of our church schools in western Pennsylvania we received a request to cancel subscriptions to fifty-five copies of Youth. Since we knew well the pastor of the church involved, we wrote to him for an explanation. He replied immediately that this request for cancellation had been made by some of his leaders without his knowledge or consent. The church school association discovered a few months ago that they had a sizable balance in the treasury and decided to invest \$300 in war bonds. Shortly thereafter, they felt the need of economizing and it seemed to them that the easiest way out was to cancel the subscriptions to Youth. On March 23, a second letter from the pastor reported: "I am happy to say that the decision of ----- to cut out Youth was reconsidered without difficulty. The order is to be reduced, however, from fifty-five to twenty-five. This will still place the magazine in every family of the church where there are young people...I believe that the folks intend to subscribe to The Messenger for at least some of the adults in the school. Formerly they were readers of Youth."

III Things That Need Most Urgently To Be Done

Crises always press upon us far more opportunities for action than we are capable of accepting. From the multitude of things that ought now to be done with and for young people in our Church, we have selected a few which appear to us of supreme urgency.

(1) We need to help young people to rethink the essential purposes of the Christian Church and to spend their energies, for which so many causes clamor, on those projects which are in harmony with the Christian objective. Is it the function of a Christian group to support the war effort, even if this means giving up such an instrument of education and of fellowship as our official youth magazine? Are worship, the thinking of God's thoughts after Him and the enterprises of mercy to be shunted aside for civilian defense? Are our high school youth to be so engrossed in the immediate training for war which is at the heart and the circumference of the High School Victory Corps, that they have no time left for the fellowship of believers?

(2) We need to train our young people in the Christian philosophy and art of mercy. The projects approved by the Youth Cabinet, if more vigorously interpreted and promoted, might go far in this direction. The Christian Fellowship of Compassion, the World Neighbors Plan, the Fellowship Fund and Aid to Americans of Japanese Descent are noble

names for noble causes, but hosts of our youth are still unaware of them. We must present more facts, do more to stir the religious imagination, make the deeds of mercy a constant, willing outpouring of genuine human sympathy.

(3) We need to reaffirm the social relevance of the Christian gospel. In an article by Dr. Nevin C. Harner which appears in the January-February edition of Religious Education, the author writes: "If the changing emphasis from social action to Biblical and doctrinal content can be allowed to go just far enough to redress the balance, and then stopped short, we shall be all right. But such swings of the pendulum have an unfortunate way of going clear to the opposite extreme... Suppose our present tendency to despair of the efficacy of human efforts runs its full course, and the impulse to apply the gospel to the social arrangements of man's life is largely undercut, and our youth programs lapse into a mere preoccupation with the Bible and doctrine; what then? We shall have turned the clock of Christian progress back a half-century or more, and shall be under the necessity some day of doing all over again all that Rauschenbusch and his colleagues accomplished at such great pains. Meanwhile we shall have done a grievous disservice to the cause of high religion, and forfeited the enthusiastic allegiance of countless numbers of our finest youth."

(4) We need to provide more guidance of a personal sort, sympathetic, sustained and skillful, for our young people and their organizations. Synodical youth cabinets, city federations and groups in local churches are now more than ever dependent on such personal guidance on the part of pastors and laymen. When Dr. Ralph L. Holland was one of our pastors in the city of Indianapolis, the city federation was a thriving, meaningful reality. One year after his departure we learn that "nothing has been done for some time." It is not pleasant to report, but at the last two meetings of our Youth Cabinet, young people concerned about interchurch activity strongly lamented the absence of helpful guidance. They said, "Youth fellowships are not properly stressed"; "Ministers are the severest critics of city federation plans"; "Older leaders want to keep their able young people occupied in local church activities and discourage interchurch work"; "They do not seem to recognize youth as the future church".

(5) We need to give more emphasis to evangelism, and to the creation of inner religious resources. Our camps have made real contributions to the clarifying and deepening of Christian convictions and to the development of the habit of private devotions. The United Christian Youth Movement has helped to create a new awareness of the large numbers of young people who are not part of the Christian fellowship and to encourage efforts designed to reach the unreached. Much remains to be done.

(6) We need to lead our young people in thinking about and in planning for the bases of a just and durable peace. One of the four ma-

major emphases of the United Christian Youth Movement at the present time is, "Heal the Wounds of the World". In the words of the official report of the Estes Park Conference of 1941, this includes "relief, reconstruction and reconciliation." A proper interpretation of this emphasis might give to our youth these outlets for constructive and significant activity which the best of them earnestly desire.

(7) We need to make a more energetic and steady effort to increase the use of the official magazine of the Youth Fellowship, namely, Youth. For such effort there are a number of cogent reasons. The particular Christian witness which Youth represents is more necessary in a time of war than it is in times of peace. The fact that it is now difficult for our young people to meet on a wide geographical basis gives the cementing function of Youth unusual value. The improved quality and wider appeal of the new Messenger is winning an adult reading which in many cases was formerly attached to the youth magazine.

IV Recommendations

(1) That we approve the document on "Youth Work in the Evangelical and Reformed Church" and authorize its publication as a joint statement of the Board of Christian Education and Publication and The Women's Guild.

(2) That we approve the 1944 youth topics proposed by the Youth Cabinet.

(3) That we approve the proposal of the Youth Cabinet that a pamphlet be published interpreting the four projects adopted by the Cabinet - the Christian Fellowship of Compassion, the Fellowship Fund, the World Neighbors Plan and Aid to Americans of Japanese Descent.

(4) That we approve the proposals of the Youth Cabinet having to do with the participation of our Youth Fellowship in the United Christian Youth Movement, namely: (a) that in the year, 1943-44, the Youth Fellowship contribute \$75 toward the support of the Movement, this sum to be raised by asking each synodical youth fellowship and each city federation for a gift of \$5; (b) that our quota of eleven delegates to the 1943 meeting of the Christian Youth Council of North America be accepted; (c) that through the pages of Leaders of Youth we promote the sale of U.C.Y.M. stamps.

(5) That the Youth Cabinet be authorized, in consultation and cooperation with the editorial board, to formulate plans for the promotion of a wider use of Youth.

Respectfully submitted,

Fred D. Wentzel

MINUTES OF THE
MEETING OF THE YOUTH CABINET
of the
EVANGELICAL AND REFORMED CHURCH



Young Men's Christian Association
Columbus, Ohio

February 6 and 7, 1943

THE MINUTES OF THE MEETING OF THE YOUTH CABINET

February 6 and 7, 1943

The annual meeting of the Youth Cabinet of the Evangelical and Reformed Church was called to order by the co-chairman, Ernest F. Andrews, at 10:15 in the Y.M.C.A. at Columbus, Ohio, on February 6, 1943. The group was led in prayer by Fred D. Wentzel.

Those present at the meeting were:

East Pennsylvania and Lehigh Synods - Ernest F. Andrews, Chairman, 1846 Washington Ave., Northampton, Pa.; school address: The Theological Seminary, Lancaster, Pa.

Rev. Fred D. Wentzel, Co-Chairman, 1505 Race St., Philadelphia, Pa.

Magyar Synod - Rev. Arthur E. Antal, Vice Chairman, 1526 Roberts Ave., Whiting, Ind.

Northern and Dakota Synods - Lee Eyrich, Secretary, 216 S. Front St., New Ulm, Minn.

Philadelphia and New York Synods - Ruth Trauger, 513 Chestnut St., Perkasie, Pa.

Northeast and Southeast Ohio Synods - Inez Ruppenthal, Port Washington, O.

California and Pacific Northwest Synods - John Frank, Walla Walla, Wash.; school address: Elmhurst College, Elmhurst, Ill.

North and South Wisconsin Synods - Virginia Schroeter, 517 School St., Kohler, Wis.

North and South Illinois Synods - David Schafale, 503 E. Boulevard Ave., Marion, Ill.; school address: Highlanders, Fulton, Mo.

Texas and Rocky Mountain Synods - Henry Schroerluke, 127 N. Delmar St., Houston, Tex.; school address: Elmhurst College, Elmhurst, Ill.

Central Pennsylvania and Susquehanna Synods - Ruth Hepner, 1825 Eleventh Ave., Altoona, Pa.

Pittsburgh and West New York Synods - S. Elizabeth Cunkelman, 200 N. Fifth St., Jeannette, Pa.

Potomac and Mercersburg Synods - Anna Mary Dashiells, 223 N. 33d St., Baltimore, Md.

Michigan-Indiana and South Indiana Synods - Rev. Ralph L. Rebman, 116 E. Seventh St., Mishawaka, Ind.

Northwest and Southwest Ohio Synods - Lois Arndt, 3145 Cottage Ave., Toledo, O.

Reading and Lancaster Synods - William K. Penn, 351 W. Douglass St., Reading, Pa.

Youth Leaders

Dorothy Witmer Kinney, 24 N. Cambridge St., Malverne, Long Island, N. Y.

Rev. C. J. Snyder, 53 S. Walnut St., Germantown, O.

Dr. Nevin C. Harner, 631 College Ave., Lancaster, Pa.

Rev. Arthur W. Newell, 33 Willway Rd., Richmond, Va.

Prof. Harold A. Pflug, 475 E. Lockwood Ave., Webster Groves, Mo.

Advisory

Wayne Harmon, 1411 Campbell St., Sandusky, O.

George Nishimoto, Eden Theological Seminary, Webster Groves, Mo.

Anita Mueller, 4341a Shreve Ave., St. Louis, Mo.

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John C. Crites, 403 W. Seventh Ave., Columbus, O.
 Rev. Fred E. McQueen, 1724 Chouteau Ave., St. Louis, Mo.
 Clayton R. Folk, R. 3, Louisville, O.
 Rudy Feichtmeier, 4805 Ira Ave., Cleveland, O.
 Patricia DeZort, 11012 Harvard Ave., Cleveland, O.
 William Horosz, Elmhurst College, Elmhurst, Ill.

Letters were read from those members who were not able to attend the meeting.

It was voted that some one be appointed as associate treasurer to take the place of James Thompson, the treasurer, who is now serving in the armed forces. The appointment of Ruth Trauger was accepted by the group.

The president appointed Ruth Hepner to take minutes in the absence of Lee Eyrich, the secretary.

The attached agenda was discussed, and these further topics suggested:

1. Youth magazine
2. Commission on Social Action
3. Discussion led by George Nishimoto, Japanese-American evacuee.

This amended agenda was accepted by common consent of the group.

A letter was read from James Thompson, and the treasurer's report, attached, was presented by Mr. Wentzel, who indicated that amounts unpaid as of February 6th were as follows:

North Wisconsin	\$ 5.00
South Wisconsin	15.00
North Illinois	15.00
Dakota	15.00
South Indiana	15.00
Pittsburgh	10.00
Susquehanna	15.00
	<u>\$90.00</u>

A discussion followed concerning the failure of some synods to pay their quotas. It was proposed that the treasurer's book, report and correspondence with the Youth Director be given to a committee for auditing. This committee was appointed by the chairman: David Schafale, C. J. Snyder and Virginia Schroeter.

A REPORT OF THE DIRECTOR OF YOUTH WORK

1. Present Membership of Youth Cabinet

a. The director read a communication from the Rev. R. L. Malchow in which he stated that he was sending a representative, Vera Gerstenberger, of Eudora, Kansas, since he was unable to attend.

b. John Frank is representing Pacific Northwest Synod and the California Synod at the suggestion of Helen Wegener and with the approval of the Committee on Christian Education of the Pacific Northwest Synod.

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c. Three members of the Cabinet have been inducted into the army: George Benner, Frank Becker and James Thompson. Their places are taken by Anna Mary Dashiells, Virginia Schroeter and William Penn, respectively.

d. S. Elizabeth Cunkelman was named by the Committee on Christian Education of Pittsburgh Synod to take the place of Paul Matthews until a permanent substitution can be made.

e. Henry Schroerluke officially represents the Texas and Rocky Mountain Synods.

f. The other members of the Cabinet remain the same.

2. Review of the Year

a. Equalization Fund of Youth Cabinet

Under the present plan it is almost impossible to secure payments of synodical quotas immediately after the Cabinet meetings. It was suggested that it might be wiser to ask the Board of Christian Education to assume the responsibility for paying members their expenses, and then reimburse the Board as soon as possible.

b. Secretarial Assistance

With the approval of the executive committee of the Board of Christian Education and the Youth Cabinet (indicated through replies to a form letter), Miss Clara Aughinbaugh was employed as secretarial assistant giving half time to the office of the Youth Department and half time to the office of the Literature Consultant.

c. Progress in Affiliation

There are now 315 affiliated youth fellowships. A few groups have found it necessary to discontinue definite youth organization. Many groups who had gone no farther than to fill out their application blanks are now going on to the next step of sending their Beginning-of-the-Year Reports. Others are sending their Annual Reports. The pamphlet on the Statement of Purpose was completely rewritten during the summer of 1942.

d. Progress in Synodical Youth Organization

Two additional synods have organized youth cabinets during the past year. They are North Illinois and Nebraska. The only synods where no organization has been developed for the youth fellowship are California, Iowa, Northern, Dakota and Rocky Mountain.

f. Resource Materials Recommended for Our Youth Groups

1) Pamphlets

"Youth Work in the Local Church" (Revised 1942)

"Recreation for Youth", by Harbin (Imprint edition, adapted to Evangelical and Reformed practices)

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"Statement of Purpose" (Rewritten 1942)

- 2) Youth Worker's Kit (Contents kept up to date)
- 3) Seasonal Services (Youth Day, Confirmation Reunion, Watch Night, Christmas, Easter, Festival of the Christian Home)
- 4) Leaders of Youth
- 5) Magazines
 "Venture"
 "Youth"
- 6) The Link - published by the Service Men's Christian League
- 7) Lenten Devotions for Young People - published by the Commission on Evangelism and Devotional Life
- 8) Bread of Life, denominational devotional pamphlet, written this year by John W. Plucke
- 9) My Confirmation - guide for confirmation instruction
- 10) Missionary Education in Your Church, by Harner and Baker
- 11) Unto the Progress of the Gospel, compiled by Arthur V. Casselman

g. Camps and Summer Schools

The report showed an increase in attendance at camps and summer schools from 2,345 in 1941 to 2,676 in 1942, and a total of benevolent contributions for 1942 of \$1,130.02.

h. Student Work

Last fall 2,456 students were reported. Special student editions of Youth were mailed in November and in January to all students whose names and addresses were available.

i. Relationship with Girls' Guild

The document defining this relationship considered a year ago proved unsatisfactory. On December 7 a conference of the Youth Director, Paul V. Taylor, Miss Florence Partridge and Mrs. Hugo Schuessler was held in Cleveland. This conference resulted in a better mutual understanding and a new document for probable joint release.

The Youth Director's report was accepted. It was voted that mimeographed guidance material be prepared and sent from time to time to the synodical youth cabinets.

B DISCUSSION OF YOUTH MAGAZINE

It was voted that the plan of having reports sent in at specified times during the year by the members of the Cabinet be continued.

It was voted that the names of affiliated groups be published as quickly as possible, and new affiliates published as added, the details to be worked out by the editorial staff. The purpose of this is to encourage those who have affiliated and to serve as an incentive to groups which have not.

A discussion followed of ways by which Youth might be improved. These suggestions were made which it was agreed to send to the editorial board for con-

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sideration:

1. Content should be simpler and closer to high school level
2. Stories might be improved and have better illustrations
3. We might select once each month a group which has done outstanding work. If done, definite standards of selection must be set up.
4. The policy toward the conscientious objector was discussed at some length. It was generally agreed that while, on the one hand, we want Youth to take the position of upholding the minority, which in this case is the conscientious objector, at the same time we want to do all we can to help those in service to the best of our ability and to minister to them as best we can. Youth, then, owes a spiritual ministry to both these groups. In the light of this discussion several suggestions were made: A series of articles on the "Mental Struggles of the Service Men" accounts of what is going on in the souls of the service men as revealed through letters to the pastors (including in this members and ex-members of the Youth Cabinet), and more items concerning what we as young people can do to help the boys in service.
5. We might print reports from youth groups which have discussed or otherwise worked out programs based on the peace which is to follow the war.

In connection with the problem of continuing to send bi-monthly copies of Youth to students, it was decided that this service should be kept up if possible, and that as much loss as possible be avoided by sending copies to a key person rather than individuals on large campuses or wherever this is practical.

C YOUTH WORK IN WAR TIME

So that a broader slant might be given this important question, two committees worked in advance on this topic.

1. Report by David Schafale

Seven fields were suggested in which young people would want to place especial stress at this time:

- (a) Spiritual side of the program; (b) sacrificial giving; (c) Christian attitudes toward newcomers in the community; (d) interchurch activity; (e) help to the men and women in military service; (f) practicing friendship and fellowship with peoples of other races and classes; (g) preparing for the peace.

Several activities were suggested:

- a) Praying that God's love will possess the hearts of all people; b) practicing Christ-like love toward all people; c) preparing to sacrifice, when the war is over as well as now, and to give up material advantages for the sake of sharing with people in war-stricken countries; d) insisting on the adoption and practice of Christian principles in local and national politics; e) advocating genuine cooperation between nations; f) emphasis on loyalty to the Kingdom of God above all earthly

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loyalties; g) conducting a seminar or discussion group based on a just peace.

2. Report by Ernest Andrews

This report showed that there are three main types of communities which must be kept in mind when approaching the new problems presented by altered conditions. They are camp areas, war industry areas and average localities. Transportation difficulties necessitate changes both in type and in number of meetings and call for adaptative measures both in local youth groups and in synodical work. The program emphases will largely be determined by the times and should include:

- a. Reenforcing of the Christian faith of young people
- b. Exploring the basis for a just and durable peace
- c. Sympathetic interpretation of other peoples to counteract hatred abroad
- d. Projects of service

D AMERICAN CITIZENS OF JAPANESE DESCENT

George Nishimoto from Eden Seminary, Webster Groves, was introduced by Professor Pflug. George presented in a very realistic manner the conditions of the Japanese-American evacuees on the west coast. As an outgrowth of this talk, the Cabinet discussed what might be done to help. Several suggestions were made:

1. Print the list of Japanese relocation centers in Youth
2. Aid in the circulation of petitions protesting against the position of these Americans
3. Print in Youth an article by some one well informed on the subject, explaining the situation and ways and means of sending the much-needed equipment
4. Initiate interest by asking youth groups to sponsor the settlement of a Japanese-American family. This might be introduced by sending a letter of information to youth leaders and pastors.
5. Recommend some phase of this as a project for synodical groups.

It was voted that a description be prepared of the various service projects approved and recommended by the Cabinet, (Christian Fellowship of Compassion, Fellowship Fund, World Neighbors Plan and Aid to Americans of Japanese Descent), be printed and sent to synodical cabinets and other youth leaders as suggestions for possible projects.

E REPORT OF THE AUDITING COMMITTEE

The item of Arthur Antal's bill, seventy cents, was already paid and included in the amount paid for meals at Elmhurst, namely, \$30.85. In view of the statement by James Thompson to Fred D. Wentzel in which he "resigned" from the Cabinet, the committee recommended that the appointed treasurer be permanently elected. Miss Inez Ruppenthal was given a check of \$15.00 from Southeast Ohio Synod to cover her expenses and Northeast Ohio also sent in a check to Mr. Thompson, the treasurer. The treasurer then sent Miss Ruppenthal a check of \$15.00, not knowing that she had already been paid by the synod. This

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check was submitted and cashed by Mr. Wentzel, thus making an additional amount on hand of \$15.00. The committee further recommended that a check be made out to Ernest Andrews of \$14.65 (since there would be assets now to cover this amount).

The report of the auditing committee was accepted by the group.

Ruth Trauger was duly elected treasurer.

F OUR RURAL YOUNG PEOPLE

A report was given by the Rev. Claude J. Snyder taken from the recent survey of town and country churches of our denomination. In this report he presented some of the difficulties and some of the advantages for youth work in rural churches. In concluding, Mr. Snyder stated, "Our rural youth do have difficulties. Some can be overcome as we seek to improve our program and deal more effectively with the country church. But there are also very valuable factors of town and country life which we ought to appreciate and should also help others to appreciate. Particularly do we need to help rural youth themselves to think of themselves not as children of misfortune who need to look to their city cousins for ideas and ideals for life, but who are themselves favored children of God."

G REPORT ON SOCIAL ACTION

This report was made by Professor Pflug on the basis of proposals from the Commission on Christian Social Action submitted by the chairman of that commission, Elmer J.F. Arndt. According to this report there are five major areas in which significant and vital work could be done by the young people of our denomination. These are:

1. Vocational guidance
2. Recreational program
3. Volunteers for child care
4. A program for social education and action
5. Serious study of post war reconstruction

These suggestions for procedure were made:

1. Discover the human needs in your community. Utilize all agencies, private and public, which may be able to assist you.
2. Cooperate with other church groups and community agencies. Try to secure interdenominational cooperation from the beginning. Make contact with the local defense council and, if need be, stimulate them to undertake work beyond that of air raid and fire defense.
3. Offer your individual and group services in some functional capacity.

H REPORT ON OUR RELATIONSHIP WITH THE UNITED CHRISTIAN YOUTH MOVEMENT

Dorothy Witmer Kinney gave the following information:

1. Resume of 1942

a. Financial goals

- (1) Money for an assistant for Ivan Gould

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- (2) Money for operating expenses
 - a) Secured through sale of U.C.Y.M. Stamps and from interdenominational gifts.

- b. Promotional activities

- (1) Regional planning conferences in summer
- (2) U.C.Y.M. Quarterly News, for disseminating news of interdenominational projects, proposed activities and resources
- (3) Winter meeting of administrative committee to instrument policy

- 2. Program for 1943-1944

- a. Youth service for World Day of Prayer, for March 12
- b. Planned meeting of Christian Youth Council of North America, for June 25-July 23, 1943, to be held at Jackson's Mill, W. Va.
- c. Regional Planning Conference - summer, 1943
- d. Armistice Day Program - emphasis on post war interdenominational relations and a world government
- e. Youth Week - January 30-February 6, 1944

- 3. Publications and Releases

- a. Manual on Fellowship Cells
- b. United Christian Youth Movement News
- c. Revised Statement of "A Program of Christian Youth in War Time", based on original statement in International Journal of Religious Education
- d. Statement on "Priorities"
- e. A high school age Study Manual on post war world order, incorporating suggestions on the High School Victory Corps

- 4. Recommendations

Suggested that the Cabinet might wish to make its own recommendations in respect to:

- a. Financial support of U.C.Y.M.
- b. Cooperation with the specific program for 1943 and 1944 so far presented
- c. Channeling news of U.C.Y.M. to our own young people
- d. Using U.C.Y.M. releases in Youth

I REPORT ON WHAT CAN CITY FEDERATIONS DO NOW?

Lois Arndt reviewed the 1942 activities of several federations. In planning toward 1943, she suggested:

1. There is a great opportunity for work among the migrants being brought in from Mexico
2. It is important to establish contact between your church and service men stationed in camps near your community. Young people working in defense plants should also be invited to youth meetings
3. Sponsoring interracial fellowship gatherings, as the Toledo Federation does.

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4. Befriending Japanese students in our colleges and sending gifts to Japanese relocation centers.

J STUDY TOPICS IN YOUTH

Arthur Newell, for George Benner, conducted a critical discussion of study topics in Youth. Brought up in the discussion were:

1. The question of the suitability of the topics to the present age groups, which are getting younger.
2. The need to teach young people how to plan worship services (beyond the instruction given in camps).
3. The desire for more topics based squarely on the Bible; the present preponderance of personal and social problems in topics.
4. Using a variety of approaches instead of continuous emphasis on discussion. Varying with the use of pictures, music drama; explore a hymnal; have outside speakers.

K COMMISSIONS

1. Commission on Synodical Youth Work

This commission brought in the following recommendations, which were discussed separately and accepted:

- a. That those synods that prepare newspapers send copies to presidents of other synods and to members of the Youth Cabinet as an exchange service.
- b. That the Board of Editors of Youth consider the possibility of printing a map showing the various synods of the denomination, and that an explanatory account of the set-up of a synod and the relationship of the Youth Cabinet to the synod be added.
- c. That where a synodical youth cabinet cannot meet as a whole, the officers continue to hold their meetings and carry on normally with the work of the synod insofar as possible.
- d. That the synods send the names of officers of synodical youth cabinets to the office of the Youth Director, and that an announcement of this be made through Youth.
- e. That synods adopt definite projects, such as raising certain sums for war emergency relief, relocation help and other worthy projects.

2. Commission on Youth Work in War Time

The recommendations of this commission were:

- a. To evaluate the High School Victory Corps and other social changes in view of Christian teachings.
 - 1) Local youth groups to devote sessions to the study of the High School Victory Corps.
 - 2) Supplementing this program with distinctly Christian activities.
- b. To take cognizance of the drainage of leadership from rural areas.
 - 1) Careful study of implications of this drainage, for youth and for the nation.
 - 2) Magnifying the value of rural life and the importance of agriculture and of small town pursuits.
 - 3) Provision of community centers for recreation and fellowship in rural communities.

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- c. To help resettle and befriend Japanese youth and their families left in relocation centers.
 - 1) Working with our Board of National Missions
 - 2) Working with American Friends Service Committee
 - 3) Creating favorable sentiment in local community
 - 4) Sending recreational equipment - working through the Cooperative Council on Missionary Education
- d. To emphasize a consideration of post war planning now, in the light of God's will as revealed in the Bible.
- e. To keep a contact with youth in the armed services and war plants near home and far away, and to keep Christ in their hearts.

3. Commission on Interdenominational Program

The report was given in the form of these recommendations:

- a. General endorsement of the projected program of the United Christian Youth Movement for the year 1943-44, and promotion channeled through
 - 1) The Youth Director's office
 - 2) Youth
 - 3) Leaders of Youth
- b. That the Youth Cabinet make a special attempt to fill our quota to the Youth Council of North America to be held at Jackson's Mill, W. Va.
- c. That due publicity be given to publications and releases of the United Christian Youth Movement through the three channels mentioned above (a).
- d. That the Youth Director investigate the possibility of having a meeting with the representatives of the Council meeting, if at all possible, and that this group should meet in the capacity of executive committee of the Youth Cabinet.
- e. Regarding financial support:
 - 1) That in the year, 1943-44, the Youth Fellowship donate \$75.00 toward the support of the U.C.Y.M.
 - 2) That the permanent method of financing this should be through the synodical youth cabinets.
 - 3) That for the year, 1943-44, each synodical youth cabinet be asked to support the U.C.Y.M. to the amount of \$3.00.
 - 4) That through the pages of Leaders of Youth we promote the sale of U.C.Y.M. stamps, and if possible carry a picture of the stamp.

It was voted that we adopt these recommendations as regards filling our quota, and turn over to the executive committee ways and means of sending these delegates.

It was voted that we ask each synodical youth fellowship and each city federation to contribute \$5.00 to the cause of interdenominational youth work, the proceeds of which may be divided between contribution to the U. C.Y.M. and the expenses of our delegates to Jackson's Mill at the dis-

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cretion of our executive committee.

It was voted that the executive committee form a request to the Board of Christian Education to allocate a budget to the work of the Youth Cabinet.

4. Report of the Commission on City Federations

a. Problems to be overcome

1) Non-cooperation of ministers

- a) Youth fellowships not properly stressed
- b) Selfishness in trying to keep leaders monopolized in local church
- c) Severest critics of federation plans
- d) Do not recognize youth as the future church - also applies to the congregation

2) Better representation of local churches in city federations - should be a representative body of all churches rather than large representation from one church

3) Need for suggestions as to themes for rallies

b. Things to do in 1943

1) Understanding and promotion of interracial fellowship

- a) through speakers
- b) through meetings of small groups of both races, graduating into larger groups, and finally rallies

2) Interfaith relationships can be promoted in the same manner

3) Promote leadership training schools and camps

4) Promote drama in the church

5) Sponsor at least one strictly social event in the year

This report of the commission on city federations was accepted with the understanding that the specific ideas suggested in the latter part be incorporated in the pages of Leaders of Youth and in communications to presidents of city federations.

5. Report of the Commission on 1944 Topics

This commission recommended that the intermediate program be planned by another group, familiar with the work of intermediates, and presented these topics for youth for 1944:

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January"A Program of Christian Missions"

- 2 The Hope of the World
- 9 A Many-Sided Program of Missions
- 16 Second Generation Christians
- 23 The Spirit of Union in International Missions
- 30 One Father - One Brotherhood

February"Minorities in Our Nation"

- 6 The Black Man's Burden
- 13 The Truth About Jews
- 20 Looking at Life Through Oriental Eyes
- 27 What Can the Majority Do?

March"What Makes Spiritual Strength?"

- 5 The Willingness to Sacrifice
- 12 The Ability to Think Straight
- 19 The Ability to Rebound
- 26 The Source of Spiritual Strength

April"The Easter Message"

- 2 The Biblical Events of Holy Week
- 9 Easter (A Service in Drama - adapted to be read as well as acted)
- 16 The Assurance of His Resurrection
- 23 The Birth of the Christian Church
- 30 The Fearlessness of the Early Church

May"The Church"

- 7 Rural Life
- 14 Music in Worship
- 21 The Meaning of Symbols Most Commonly Used
- 28 The Communion of Saints

June"The Marks of a Christian"

- 4 Blessed Are the Pure in Heart
- 11 Let Your Speech be Yea and Nay
- 18 Going the Second Mile
- 25 Perfect Obedience

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July"This - Our Democracy"

- 2 America, The Land of Promise
- 9 The Composite Culture of America
- 16 The Dream of the Constitution Makers
- 23 A Free Church in a Free Land
- 30 The Discipline for Democracy

August

- 6 Art - Music - Poetry
- 13 Education
- 20 Medicine
- 27 Social Work

September"Personal Evangelism"

- 3 Ministry to Neglected Areas
- 10 ~~Those~~ Drifting Members
- 17 You Are Responsible
- 24 You and Those New Members

October

- 1 The Church United
- 8)
- 15)
- 22) Indian America
- 29)

November"Kingdom Service"

- 5 Planning for a World After the War
- 12 The Budget of My Church
- 19 The Budget of My Denomination
- 26 Intelligent Giving - Stewardship

December

- 3 Christmas in Art
- 10 Christmas in Literature
- 17 Christmas in Music
- 24 Joint Service for All Young People of
the Church
- 31 Tomorrow - A Challenge for the Best

This report of the commission on topics for 1944 was accepted by the group.

L CONFERENCES WITH THE WOMEN'S GUILD

This report was given in the form of a joint statement of the Board of Christian Education and Publication and The Women's Guild, and was accepted by the Cabinet as presented.

M REPORT OF REPRESENTATIVE ON STEWARDSHIP COMMITTEE

At the meeting of this committee September 22, 1942, at Columbus, Ohio, Inez Ruppenthal spoke of the activities of the Youth Fellowship during the last year concerning stewardship. This included several articles appearing in Youth, Venture and Treasure, and a series of stewardship articles for the September issue of Youth to be used as discussion units for youth meetings. It was voted that this report be accepted.

N FINANCES

It was voted that each synod be assigned a quota of \$18.00 to cover the expenses of the 1943 Youth Cabinet meeting.

It was voted that we ask each synod for \$18.00 at the beginning of 1944 to carry expenses of the 1944 meeting.

O 1944 MEETING

It was voted that the invitation extended by Canton, Ohio, to hold the 1944 meeting in that city and to be privately housed should be referred to the executive committee for further consideration.

The meeting was adjourned at 4:30 p.m., February 7th.

Respectfully submitted,

Lee Eyrisch
Secretary

Ruth Hepner
Secretary pro tem

ANNUAL MEETING OF YOUTH CABINET

Y. M. C. A., Columbus, Ohio

February 6-7, 1943

Tentative Agenda

1. Devotions
2. Roll Call
3. Communications
4. Election of Treasurer
5. Adoption of Agenda
6. Treasurer's Report
7. Review of Past Year - Fred D. Wentzel
 - (a) Youth Work in War Time
- Ernest Andrews and David Schafale
 - (b) Our Rural Young People
- Claude J. Snyder
 - (c) What Can Synodical Youth Fellowships Do Now?
- Ralph L. Rebman
 - (d) Cooperating with Other Young People
- Dorothy Witmer Kinney
 - (e) What Can City Federations Do Now?
- Lois Arndt
 - (f) Topics for 1943
- George Benner
9. Report of Conferences with The Women's Guild
10. Report of Representative on Stewardship Committee - Inez Ruppenthal
11. Other Items
12. Adjournment

TREASURER'S REPORT

Youth Cabinet Meeting
February 7-8, 1942

	<u>Expenses</u>	<u>Paid</u>	<u>Due</u>
Ernest F. Andrews	\$44.65	\$30.00	\$14.65
James Thompson	35.65	35.65	
Lee Eyrich	27.15	27.15	
Ruth Hepner	36.65	30.00	6.65
Ruth Trauger	56.50		56.50
Inez Ruppenthal	15.00	15.00	
Lois Arndt	7.00	7.00	
George Benner	26.81	26.81	
Doris Kirchenwitz	6.54		6.54
David Schafale	13.00	13.00	
Ralph Rebman	4.25	4.25	
Helen Wegener	3.60		3.60
S. Elizabeth Cunkelman	38.20		38.20
Virginia Wuellner	8.85	8.85	
Arthur E. Antal	.70		.70
Elmhurst College	30.85	30.85	
Mimeographing letters	2.00	2.00	
Fred D. Wentzel (bank balance)		4.44	
	<u>357.40</u>	<u>235.00</u>	<u>126.84</u>

Receipts from Synods

Lancaster	\$15.00
Philadelphia	15.00
Southwest Ohio	15.00
Northwest Ohio	15.00
Mercersburg	15.00
Southeast Ohio	15.00
Northern	15.00
South Illinois	15.00
Northeast Ohio	15.00
Central Pennsylvania	15.00
North Wisconsin	10.00
West New York	15.00
Michigan-Indiana	15.00
Reading	15.00
Lehigh	15.00
East Pennsylvania	15.00
	<u>\$235.00</u>

Due from Synods

North Wisconsin	\$ 5.00
New York	15.00
Potomac	15.00
South Wisconsin	15.00
North Illinois	15.00
Dakota	15.00
South Indiana	15.00
Pittsburgh	15.00
Susquehanna	15.00

\$125.00

--James Thompson
Treasurer

REPORT OF DIRECTOR OF YOUTH WORK

TO YOUTH CABINET

1943

1. The Present Membership of the Youth Cabinet

Three of the members of the Cabinet - James Thompson, Frank Becker and George Benner - have been inducted into the army.

Helen Wegener is a commercial teacher at Jordan Valley, Oregon. At her suggestion, and with the approval of the committee on Christian education of the Pacific Northwest Synod, Mr. John Frank was invited to represent this synod and the California Synod at this meeting.

Since Paul Matthews, originally named to represent the Pittsburgh and the West New York Synods, has not been able to attend Cabinet meetings, we have recommended the selection of a substitute and we have the assurance of the chairman of the synodical committees on Christian education that this will be done in the near future. S. Elizabeth Cunkelman was named to take Mr. Matthews' place until a permanent substitution can be made.

The Kansas City and Missouri Valley committees have agreed that for the current quadrennium their joint Cabinet representative should be chosen by the Kansas City Synod. The Rev. Russell L. Malchow, chairman of the synodical youth cabinet, has been named to serve also on the denominational Cabinet.

The Texas-Rocky Mountain pair of synods is officially represented for the first time in the person of Harry Secker, a student at Elmhurst College.

Brought up to date, the membership now is as follows:

Lehigh - East Pennsylvania: Ernest F. Andrews, 1846 Washington Ave.,
Northampton, Pa.

Central - Susquehanna: Ruth Hepner, 1825 Eleventh Ave., Altoona, Pa.

Philadelphia - New York: Ruth Trauger, 513 Chestnut St., Perkasie, Pa.

Reading - Lancaster: James Thompson, 700 Spruce St., Mahanoy City, Pa.

Alternate: William Penn, 351 W. Douglass St., Reading, Pa.

Northeast Ohio - Southeast Ohio: Inez Ruppenthal, Port Washington, Ohio

Northwest Ohio - Southwest Ohio: Lois Arndt, 3145 Cottage Ave., Toledo, Ohio

Mercersburg - Potomac: George Benner, 2316 Calverton Heights, Baltimore, Md.

Alternate: Anna Mary Dashiells

North Wisconsin - South Wisconsin: Virginia Schroeter, 517 School St.,
Kohler, Wis.

North Illinois - South Illinois: David Schafale, 503 E. Boulevard Ave.,
Marion, Ill.

Northern - Dakota: Lee Eyrich, 216 S. Front St., New Ulm, Minn.

Michigan-Indiana - South Indiana: Rev. Ralph L. Rebman, 116 E. Seventh St.,
Mishawaka, Ind.

California - Pacific Northwest: John Frank, Walla Walla, Wash.

Pittsburgh - West New York: S. Elizabeth Cunkelman, 200 N. Fifth St.,
Jeannette, Pa.

Iowa - Nebraska: Harold Beer, Dawson, Neb.

Alternate: Virginia Wuellner, 1118 S. Fifth St., Burlington, Iowa

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Magyar: Rev. Arthur E. Antal, 1526 Roberts Ave., Whiting, Ind.

Texas - Rocky Mountain: Harry Secker, Dallas, Tex.

Southern: Rev. Aubrey W. Hedrick, Mt. Pleasant, N. C.

Missouri Valley - Kansas City: Rev. Russell L. Malchow, Billingsville, Mo.

2. A Review of the Year(a) The Youth Cabinet Equalization Fund

The report of our treasurer, James Thompson, indicates that the total expenses for travel and entertainment of our 1942 meeting at Elmhurst amounted to \$357.40. This would have meant a quota of \$13.75 for each of the twenty-six synods represented at the meeting. In order to provide against the possibility that some of the synods would not respond, the amount actually asked of each synod was \$15.

Since Mr. Thompson's report was received at the Philadelphia office, we have received \$15 from the New York Synod, \$15 from Potomac Synod and a personal contribution of \$7.50 from Charles Peiffer, president of the youth cabinet of the Pittsburgh Synod. Hence the amounts unpaid are as follows:

North Wisconsin	\$ 5.00
South Wisconsin	15.00
North Illinois	15.00
Dakota	15.00
South Indiana	15.00
Pittsburgh	7.50
Susquehanna	15.00
	<u>\$87.50</u>

Perhaps we ought to consider a modification of our method of reimbursing Cabinet members for their expenses. If this reimbursing is to wait each year until our treasurer has received requested sums from the synods, delays and embarrassments similar to those we have experienced in 1942 are likely to recur. We have good reason for satisfaction with the response made by the synods, but in the nature of the case it is almost impossible to secure payments of synodical quotas immediately after our Cabinet meetings. How can we make sure that the members of the Cabinet will not be put to the necessity of waiting over long?

(b) Secretarial Assistance

The members of the Cabinet will recall that last June they received from the Director of Youth Work a form letter outlining a plan for the securing of secretarial assistance which had been approved by the executive committee of the Board of Christian Education, with the proviso that Cabinet approval also be secured. Fifteen replies to this form letter were received, all indicating favorable judgment.

I am happy to say that on the basis of the replies received, the Executive Secretary of the Board of Christian Education felt justified in authorizing me to employ Miss Clara Aughinbaugh. Miss Aughinbaugh gives half time to the office of the Youth Department, and half time to the office of our

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Literature Consultant, Miss Greta Hinkle. Her salary is \$1200 per year. In accordance with our understanding with the executive committee of the Board, we are trying to raise our half of this salary through special annual contributions from groups affiliated with the denominational Youth Fellowship.

One or two of the members of the Cabinet expressed doubt about the wisdom of asking all groups for a contribution of \$5. In our letters to affiliates we interpret this to mean \$5 more or less, depending on the membership of the group and its financial resources. The following paragraphs present this interpretation:

There are two recommendations which we now make with reference to the financial contributions of affiliated groups. In the first place, we think it very important that every youth fellowship cooperate with the consistory of the congregation in raising money for the total congregational budget. That would mean the budget for local expenses and the denominational apportionment for missions, Christian education, etc. Since part of this apportionment goes to our Board of Christian Education, a contribution to the apportionment really means supporting the youth work which the Board supervises.

Our second recommendation is that each year affiliated groups make a special contribution to the youth work of the Evangelical and Reformed Church. The sum we suggest is \$5 a year, more or less. In cases where the membership is 20 to 50 or more, groups may be able to go beyond this sum. Smaller groups will give according to their resources. If you could make some such special contribution some time during the current year, I am sure the Cabinet of our Youth Fellowship, as well as the Board of Christian Education, would be most grateful.

(c) Progress in Affiliation

Largely because the office now has the part-time service of Miss Aughinbaugh, it has been possible for the first time to make a thorough check-up on affiliations. Counting groups which have made inquiries about affiliation without actually following through with the various steps involved, we now have 315 affiliated youth fellowships. We have written letters to all of these, and the response has been most encouraging. Some, of course, have thought it necessary for various reasons to discontinue definite youth organization, but this number is small. Many groups who had gone no farther than to fill out their application forms are now going on to the next step of sending us their Beginning-of-the-Year Reports. Others who had already gone that far are sending their Annual Reports.

The Application Form, the Beginning-of-the-Year Report and the Annual Report (formerly called the End-of-the-Year Report) have all been revised during the past year. The Annual Report form is printed on both sides and provides for information concerning the past year and the year to come.

Our procedure at the office is as follows: As soon as we receive the Beginning-of-the-Year Report, we send to the president of the group (1) the Certificate of Affiliation and (2) the Youth Worker's Kit. Since we began asking for annual special contributions, the Kit and all other materials have been mailed to affiliated groups free of charge. About a month before the

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Annual Report is due, a copy of the Report form with a covering letter is mailed to the president. When this Report is received, a letter goes to the president, together with the seal of the Youth Fellowship emblem for the current year and any recent leaflet or pamphlet publications.

The pamphlet on The Statement of Purpose was completely rewritten during the summer of 1942 and made available to teachers of the course on the Youth Fellowship in summer schools and camps. The illustrations are by the artist, Harold Johnson Minton. It describes in detail the steps to be taken by affiliating groups, and attempts to set forth the advantages of affiliation both to the local church and to the denominational youth program.

Our hope from the beginning was that we might make a careful study of all reports submitted by affiliating groups, perhaps once each year, and then send to these groups a mimeographed document containing: (1) a record of the best things being done, (2) a sympathetic analysis of program inadequacies revealed by the reports, (3) quotations from letters indicating how affiliation was helping the local group, (4) a statement about the number of groups affiliated and (5) recommendations of projects and activities which seemed of especial importance to the Youth Cabinet and to the Youth Department of the Board of Christian Education. Now that the secretarial burden in the office is shared, this will become a real possibility. Such a document would represent a particular service made available only to affiliated groups.

(d) Progress in Synodical Youth Organization

One of the most heartening developments of the last year was the organization of the youth cabinet of the North Illinois Synod. In this synod, youth work is under the supervision, not of the committee on Christian education, but of a committee on youth work. The attitude of the members of this special committee is now most cooperative. The chairman invited me to take part in the first conference of the synodical youth fellowship held at Elmhurst College June 13-14. At the conference a youth cabinet was definitely organized and many expressions of willingness to work with the denominational Cabinet were made.

Nebraska Synod organized its youth cabinet during the summer. The committee on Christian education sponsored the first synod-wide youth conference. The Rev. E. H. Nussmann, chairman of the committee, in cooperation with the members of the cabinet, has distributed to youth leaders of the synod the initial edition of an interesting mimeographed paper, in the mailing of which he enclosed copies of the Youth Standard for the United Christian Education Advance, the October issue of "News for Leaders of Youth", subscription blanks for YOUTH, fliers of the Youth Worker's Kit and "Building Your Youth Program." The second edition of the paper is to be distributed this month and with it are to be enclosed the Application for Affiliation, the Beginning-of-the-Year Report, the Annual Report, "We Have Affiliated" and Lenten and Easter Plays, Pageants and Programs.

The only synods where no organization has been developed for the youth fellowship are California, Iowa, Northern, Dakota and Rocky Mountain.

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(c) Field Work

The major field assignments of the past year have included (1) interpreting the work of the Board of Christian Education for the students of the Seminary at Lancaster (March 7); speaking to the confirmands of Arthur Antal's congregation at Whiting, Indiana (March 29); speaking at Lenten vespers, Ursinus College (April 1); a special meeting of the Inter-Synodical Committee on Christian Education of Ohio to plan for camp and summer school (April 10); taking part in a series of conferences in the Michigan-Indiana Synod (March 4-8); helping to plan and conduct the annual June Conference on Christian Education at Camp Mensch Mill (June 9-10); speaking at the first synod-wide conference of the North Illinois youth fellowship (June 13-14); directing the Intermediate Camp at Dunkirk (June 30-July 9); teaching in the Senior Dunkirk Camp (July 9-18); directing the first Ohio Intermediate Camp (August 16-23); directing the Family Camp at Mensch Mill (August 30-September 7); taking part in the meeting of the C. R. E. Y. at Chicago (September 28-October 1); speaking at the conference of the Youth Federation of Toledo and Vicinity (November 1); speaking at the conference of youth leaders of the East Pennsylvania Synod in Bethlehem (November 6); preaching at Amsterdam and speaking at the conference of the Capitol City Youth Federation (November 8); taking part in a conference on "Youth and Missions Today" sponsored by the M. E. M. in New York City (November 12); sharing in a conference on the relationship of the Youth Fellowship and the Girls' Guild in Cleveland (December 7); counselling with the church school leaders of the three congregations of the Emlenton Charge in western Pennsylvania about the United Christian Education Advance; counselling with the leaders of the Huntingdon, Pa., congregation on the Advance (December 10); meetings throughout the year of the committee on leadership education of C. R. E. Y.

(f) Resource Materials

(1) Pamphlets. "Youth Work in the Local Church" was revised last spring and a new edition of 5000 copies was printed. The detailed section on recreation was cut down considerably because we now have in the Youth Worker's Kit Harbin's excellent pamphlet on "Recreation for Youth". The list of materials for a youth worker's library was brought up to date. We added a suggested service for the reception of new members.

The pamphlet on the Statement of Purpose was rewritten, as indicated earlier. We have only a few copies of the first edition of "Youth Work in the Synod". We have been working on a revision of this pamphlet. Should we proceed to print a revised edition, or should mimeographed guidance for synodical youth cabinets be made available for the duration of the war?

(2) Youth Worker's Kit. During the first year since the publication of the Kit, we have sold about 600 copies. Its contents are constantly kept up to date.

(3) Leaders of Youth. This quarterly paper has been mailed regularly to pastors, adult counselors of youth and presidents of organized youth groups. We print 7000 copies of each issue.

(4) Seasonal Services. Youth Day, Confirmation Reunion, Festival of the

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Christian Home, Watch Night, Christmas, Lent and Easter,- for all these we have prepared printed guidance materials as usual. Over 25,000 copies of the Youth Day Service, "Jesus, Our Lord", were used by our churches.

(5) Magazines. VENTURE now carries the Intermediate Fellowship Page each week. YOUTH has enlisted our Cabinet far more effectively than heretofore. The reports of activities of synodical fellowships written by members of the Cabinet were most interesting and helpful. Our Articles on "My Favorite Bible Passages" were well done and well received by readers. By action of the Editorial Board of the Board of Christian Education, all our names now appear on the masthead of YOUTH.

The several series of articles which have appeared in YOUTH throughout the year have been unusually appealing: "So This Is Our Church", "I Am a Christian", "Youth Leaders Ask Questions", "A Just Peace Must Be Created" and those on our colleges and seminaries.

(g) Camps and Summer Schools

Here are comparative statistics which show how very good attendance was last summer:

	<u>1941</u>	<u>1942</u>		<u>1941</u>	<u>1942</u>
Lone Star	62	61	Dunkirk Girls' Camps	205	--
Hanover Conference	198	149	Dunkirk Intermediate Camp	--	148
Missouri Valley	80	217	Dunkirk Senior Camp	--	135
North Star	35	45	Mensch Mill Intermediates	118	102
Lake Erie	182	123	Mensch Mill Seniors	192	222
Shady Side	27	--	Johns River Intermediates	43	57
Golden West	2	--	Waveland Boys' Camp	54	--
Gulf Coast	51	--	Shady Side Camp	95	98
Green Lake	69	150	Camp Mack Intermediates	48	75
Sunflower	33	89	Ohio Intermediate	--	86
Tiffin Summer School	133	148			
Pacific Northwest	18	--			
Potomac Synod	75	93			
Mensch Mill Y.P.	54	90			
Camp Mack L.T.S.	39	106			
Mensch Mill Family Camp	61	74			
First Dunkirk Family Week	182	229			
Second Dunkirk Family Week	182	179			
Dunkirk Boys' Camps	107	--			
				<u>2,345</u>	<u>2,676</u>

One of the most significant facts about the 1942 season was the fine spirit of benevolence manifested in contributions which are detailed on the last page of this report.

Our present purpose is to carry on all our schools and camps during the

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summer of 1943. An illustrated folder, "Camps and Summer Schools Are Important", has been mailed to pastors and superintendents. It lists the tentative dates of twenty camps. Six more should be added - four sessions at the Dielman Memorial Center, Waveland, Miss., and two at the Johns River Camp, Collettsville, N. C.

(h) Student Work

Last fall 2456 students were reported to us. Of these, 867 were listed by local pastors on printed questionnaires which we mailed as enclosures with the October issue of "Leaders of Youth". The names of the rest came to us through our 42 student workers.

Special student editions of YOUTH were mailed in November and in January to all students whose names and addresses we had in the office. Now that such radical changes are being made in college and university enrollments, we may have to change our policy of sending such editions of the magazine every other month. However, we are trying to maintain the policy for the months of March and May. Revised student lists have been requested for these mailings.

(i) Relationship with the Girls' Guild

The document defining this relationship which was considered a year ago by the Cabinet, the Board of Directors of The Women's Guild and the Executive Committee of the Board of Christian Education proved unsatisfactory. On December 7, Dr. Paul V. Taylor, now Executive Secretary of the Board of Christian Education, and I conferred with Miss Florence Partridge and Mrs. Hugo Schuessler. Dr. A. N. Sayres, also a member of the special committee of our Board on the Girls' Guild, could not be with us. The conference resulted, we think, in a better mutual understanding, and a new document for probable joint release was prepared. This "Statement of the Relationship between the Youth Fellowship and the Girls' Guild" is on our agenda for consideration and action.

--Fred D. Wentzel

Benevolent Contributions, Summer Schools and Camps - 1942

Ohio Intermediate Camp

War Emergency Relief	\$ 15.97
Board of Christian Education	17.66

Dunkirk Intermediate Camp

War Emergency Relief	20.80
Fellowship Fund	15.50
Missions	15.50

Senior Camp

War Emergency Relief	22.04
Dunkirk Conference Grounds	21.05
Robert Leinberger Memorial	12.00

L.T.S.

War Emergency Relief	65.36
Robert Leinberger Memorial	36.55

Family Camp

Missions	13.00
Board of Christian Education	49.77

Mensch Mill Intermediate Camp

War Emergency Relief	77.00
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First Senior

War Emergency Relief	72.39
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Second Senior

War Emergency Relief	68.18
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Young People

War Emergency Relief	21.25
Fellowship Fund	20.80

Family Camp

War Emergency Relief	37.28
Fellowship Fund	16.10

Lone Star L.T.S.

War Emergency Relief	13.67
Conscientious Objector Fund	13.68

<u>Missouri Valley</u> - War Emergency Relief	88.70
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<u>North Star</u> - War Emergency Relief	15.88
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Shady Side -

War Emergency Relief	25.33
Fellowship Fund	15.00

<u>Tiffin</u> - War Emergency Relief	74.04
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<u>Hanover</u> - War Emergency Relief	11.30
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<u>Green Lake</u> - War Emergency Relief	92.16
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<u>Sunflower</u> - War Emergency Relief	15.50
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Conscientious Objector Fund	15.50
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<u>Potomac</u> - War Emergency Relief	51.06
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<u>Camp Mack</u> - China Relief, War Emergency Relief and Conscientious Objector Fund	80.00
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Total \$ 1,130.02

YOUTH WORK IN THE EVANGELICAL AND REFORMED CHURCH

A Joint Statement of the Board of Christian Education and Publication and The Women's Guild

The young people of the Evangelical and Reformed Church number more than 200,000. In their own churches, communities and synods they are increasingly learning to pray and to work together. Their association with one another serves as a constant inspiration. They are coming to feel that they are all members of the Youth Fellowship of the denomination, and in this sense of solidarity they find themselves upheld in the Christian faith and the Christian life.

Both the Board of Christian Education and Publication and The Women's Guild desire the development of a vigorous, all-inclusive Youth Fellowship, in whose purpose and program all the young people of our churches will share. Through a department called the Girls' Guild, The Women's Guild seeks to provide special activities for girls, to train them in Christian stewardship and to lead them in their participation in the total life of the Church. Girls' Guild members should think of their Guild program as a supplement to the Youth Fellowship program and not as a substitute for it.

For guidance in the general youth program of the local church, the synod and the denomination, our young people and their leaders should turn to the Youth Department of the Board of Christian Education and Publication, which works in cooperation with the Cabinet of the Youth Fellowship. For guidance in the particular activities of a Girls' Guild, the members and leaders of such a group should turn to The Women's Guild.

A definite and comprehensive program is offered by the Youth Department. This program is outlined in two basic pamphlets, entitled "Youth Work in the Local Church" and "The Statement of Purpose of the Youth Fellowship". Topics for weekly meetings are listed in an annual four-page leaflet, "Building Your Youth Program". Detailed guidance materials for those who use these topics appears each week in the official magazines of the Fellowship, namely, YOUTH (for high school boys and girls and older young people) and VENTURE (for intermediates, 12 to 14 years of age). A "Youth Worker's Kit", containing over thirty pamphlets covering every phase of youth work, is available at a nominal price and is given without charge to groups which affiliate with the denominational Youth Fellowship. Printed and mimeographed programs are prepared for special occasions, particularly Youth Day, Confirmation Reunion and Watch Night. The Board of Christian Education and Publication also distributes annotated lists of recommended pageants, programs and plays for the Easter and Christmas seasons.

Through the Girls' Guild Department The Women's Guild has provided two sets of monthly program helps. One set is designed for girls 12-17 years of age, and the other for girls 18-25 years of age. Along with these programs there are suggested activities that are directly correlated with the programs. The programs are planned to help the young women of the Church to know and understand the whole program of the Church. This means that there are a variety of subjects for study and

(Youth Work of the Evangelical and Reformed Church)

discussion. A Leader's Kit is especially prepared to help the adult leader in her work. The Messenger will carry additional suggestions for materials and activities. Each Girls' Guild makes a pledge toward the financial Challenge for the causes and projects of the Church, which are supported by The Women's Guild.

The Board of Christian Education and Publication and The Women's Guild are correlating their program suggestions to the fullest possible extent. To this end, they employ a plan of mutual consultation. The secretary of the Girls' Guild is a consulting member of the Youth Cabinet of the denomination. The director of youth work of the Board of Christian Education and Publication is a consulting member of the educational committee of The Women's Guild whenever this committee considers the program for the Girls' Guild.

Our concern is that youth activities in every congregation be made strong and effective, and that all our young people shall have a vital Christian experience and grow in their participation in the life and work of the Church. We believe that the responsibility for deciding whether such activities can best be promoted through a single organization or by a number of groups rests properly with the pastor and the consistory or council of the congregation.

The Youth Cabinet of our Fellowship, the Board of Christian Education and Publication and The Women's Guild join in urging the youth fellowships of all our congregations to affiliate with the Youth Fellowship of the Evangelical and Reformed Church. Groups of girls who are not already affiliated with the Girls' Guild are urged to affiliate themselves with the Girls' Guild through The Women's Guild. Many congregations have two or more youth groups, such as the Young People's Society, Christian Endeavor, the Dramatic Society and the Girls' Guild. In such cases, we recommend the creation of a youth council, made up of selected representatives from each organization, and that the total youth fellowship of the congregation affiliate through the youth council. Affiliation forms may be secured from the Youth Department of the Board of Christian Education and Publication.

Report of Committee

on

YOUTH WORK IN WAR TIME

Ernest Andrews, Chairman

As is the case with every other phase of life and activity during the present war time period, youth work has been vitally affected, and adjustments to a changed and changing situation must be made.

I A general survey of the extent and character of the effects felt in the local program reveals three main types of communities which should be kept in mind when approaching the new problems presented by altered conditions.

1. Camp areas, characterized by an influx of large numbers of the military.
2. War industry areas, characterized by the influx of large numbers of war workers.
3. Average localities, characterized by a relative scarcity of boys.

These categories are, of course, not mutually exclusive. Much overlapping exists, but the above classification represents a convenient method of analysis.

1. Camp Areas:

A twofold opportunity and responsibility exists here:

a. To extend fellowship privileges to young men and young women of the various services, especially Evangelical and Reformed Church members. This can be done by arranging parties, dances, etc., providing game rooms and extending home hospitality.

b. To open the regular meetings to young men and young women of the various services, especially Evangelical and Reformed Church members.

Cooperation with the camp chaplains is valuable as a means of contact.

2. War Industry Areas:

The same twofold opportunity and responsibility exists here, except that now it applies to war workers.

As the workers are probably less transient than are the soldiers temporarily stationed in camp areas, a greater opportunity presents itself for securing their more permanent affiliation with the youth program.

Cooperation with company personnel managers is valuable as a means of contact.

3. Average Localities:

As the older boys leave for the armed services or for war work away from home, the girls of corresponding age display a tendency to drop away, too. This results in a younger group, the high school ages predominating.

(2)

Youth Work in War Time

Consequently, the role of the adult counselor becomes increasingly important in proportion to the presence of younger members and the absence of older leaders.

An obvious relative scarcity of boys tends to foster:

- a. An increase of girl officers and leaders.
- b. The possibility that programs may shift emphases in the direction of purely feminine interests.

While this trend may have to be accepted to a degree, some effort should be made to keep some boys in places of authority and to orient programs, at least in part, toward boys' interests. Youth organizations should not be allowed to become girls' clubs exclusively.

II Transportation difficulties during the emergency dictate certain changes both in type and in number of meetings and call for possible adaptative measures in organization.

1. Local Youth Groups:

- a. Perhaps fewer meetings, especially in rural areas.
- b. Curtailment of certain fellowship functions.

This implies in adaptation:

- a. More youth work may be done during the Sunday school periods in youth classes and youth departments, and less on Sunday evenings and in week night meetings.
- b. Better organization of youth work in the Sunday school.
- c. Establishment of youth departments where they are now missing.
- d. More provision for fellowship during and after the regular meetings.

2. Synodical Work:

- a. Fewer conferences covering large areas.
- b. District rallies, and/or
- c. Youth bulletins to provide for an interchange of ideas, program suggestions and reports of activities.

III The program emphases will largely be determined by the times and should include:

1. Reenforcing of the Christian faith of young people in the face of

(3)

Youth Work in War Time

events which seem to deny the very existence of God and the truths of religion.

2. Exploring the basis for a just and durable peace.
3. Sympathetic interpretation of other peoples to counteract hatred abroad.
4. Projects of service: The following few are suggested:
 - a. Support of the War Emergency Relief Fund and other worth while causes of a similar nature.
 - b. Sending of devotional kits to service men and members in out-of-town war work.
 - c. Keeping in touch with members away from home by means of round-robin letters, bulletins, etc.
 - d. Providing books and recreational equipment for Japanese re-location centers.
 - e. Providing the incentive and opportunity for certain qualified members to receive leadership training for rehabilitation work.

IV The Youth Department and the Youth Cabinet can be most helpful to leaders of local groups and synodical youth cabinets by:

1. Formulating YOUTH topics to care for needed emphases.
2. Providing, either in the pages of YOUTH or in special bulletins, suggestions or plans for program adaptation on a local or synodical scale.
 - a. Reports of what has been done.
 - b. Suggestions of what could be done.

Special Contributions to Youth WorkDuring Past Year

11/7/41	First German Evangelical Church, Elmira, New York	\$15.00	not affiliated
11/7/41	Evangelical League of Nebraska Ernest Strate, Jr.	8.40	not affiliated
4/15/42	Trinity Young People's League, Elliston, Ohio, Rev. L.F. Weigel	3.90	not affiliated
4/30/42	First German Evangelical Church, Elmira, New York	15.00	not affiliated
5/15/42	Texas Board of Christian Education National dues:		
	Needville	4.10	not affiliated
	Washington	2.80	not affiliated
	Mound Prairie	1.20	not affiliated
	Cross Church Seguin	2.00	not affiliated
5/26/42	Pilgrim Sunday School, Zanesville, Ohio	5.00	not affiliated
5/26/42	St. John's Church Millersburg, Ohio	6.13	not affiliated
6/23/42	Bethlehem Church Glassboro, New Jersey	7.50	not affiliated
8/13/42	Bethel Church (Senior), Houston, Texas	4.50	affiliated
	Bethel Church (Junior), " "	1.40	not affiliated
	First Church " "	4.50	affiliated
	Needville, Texas	2.50	not affiliated
	St. Paul's Church, Marlin, Texas	1.00	not affiliated
	Bethany Church, San Antonio, Texas	.25	affiliated
	Friedens, Gay Hill, Texas	1.50	not affiliated
10/21/42	Community Church, Blue Island, Illinois (North Illinois Synod)	2.00	affiliated
12/1/42	Capitol Region, West New York Synod	15.00	
12/29/42	Trinity Church, Concord, North Carolina	5.00	affiliated
1/9/43	Miss Helen Wegener Jordan Valley, Oregon	3.00	
	Total	<u>\$111.68</u>	

(2)
(Special Contributions to Youth Work)

2/4/43	Helen Wegener	10.00	personal
2/5/43	Youth Fellowship of St. Paul's, Bethlehem, Pa. East Pennsylvania Synod	3.00	affiliated
2/9/43	Youth Fellowship of First, Lima, Ohio Northwest Ohio Synod	5.00	affiliated
2/15/43	Youth Fellowship of First, Greensboro, N. C. Southern Synod	5.00	affiliated
2/18/43	Lois G. Arndt	5.00	personal
2/18/43	Young People's Fellowship of Bethel, Detroit, Mich. Michigan-Indiana Synod	3.00	affiliated
2/18/43	Youth Fellowship of Grace, Jeannette, Pa. Pittsburgh Synod	5.00	affiliated
2/24/43	Youth Fellowship of Calvary, Reading, Pa. Reading Synod	5.00	affiliated
2/24/43	Youth Fellowship of Jordan Charge Lehigh Synod	2.50	affiliated
3/9/43	Youth Fellowship of Grace, Easton, Pa. East Pennsylvania Synod	5.00	affiliated
3/19/43	Youth Fellowship of Hope, Harbine, Neb. Nebraska Synod	4.00	affiliated
3/18/43	North Illinois Synod Youth Cabinet	10.00	
3/19/43	Senior Youth Fellowship of Trinity, Milwaukee, Wis. South Wisconsin Synod	2.50	affiliated
3/22/43	Youth Fellowship of Grace, Widnoon, Pa. Pittsburgh Synod	1.00	affiliated
3/23/43	Youth Fellowship of St. John's, Chambersburg, Pa. Mercersburg Synod	5.00	affiliated
3/23/43	Youth People's Group of St. Peter's, Chicago, Ill. North Illinois Synod	5.00	affiliated
3/23/43	Youth Fellowship of St. Paul's, West Hazleton, Pa. Susquehanna Synod	2.00	affiliated
3/29/43	Youth Fellowship of Grace, Newton, N. C. Southern Synod	5.00	affiliated
3/29/43	Youth Fellowship of St. John's, Reading, Pa. Reading Synod	5.00	affiliated
3/29/43	Youth Fellowship of David, Millersburg, Pa., R.D. Lancaster Synod	5.00	affiliated

Final Total \$204.68

ADULT WORK

To the Members of the
Board of Christian Education and Publication -

At the time of Dr. C. A. Hauser's retirement, certain aspects of adult work were assigned by staff agreement to the Youth Department. Our correspondence has had to do chiefly with suggestions for the Home Department and study materials for parent groups. The latter are usually made up of young married couples. Their organization is very informal and the topics they discuss are selected by the members on the basis of interest.

Although we have several times urged the chairman of the Correlating Council on Adult Work to call a meeting of the Council, nothing has been done up to date.

For the observance of Christian Family Week we have prepared a printed worship program, "Let All The People Praise Thee", and orders are coming in on a scale comparable with that of last year. We have also called attention to the new pamphlet of the International Council of Religious Education, "Family Loyalties", a series of Family Circle programs for home and church and made copies available through our office.

The Methodist Church publishes an excellent monthly magazine called "The Christian Home". Should we explore the possibility of cooperating in the publication and distribution of this magazine? Such material would supplement the rather meagre guidance which we now offer through "The Adult in Church and Home", and promoting the magazine would probably not interfere with the circulation of the quarterly.

Respectfully submitted,

Fred D. Wentzel



Department of

LEADERSHIP TRAINING

To the Members of the
Board of Christian Education & Publication:

When I wrote my annual report in 1942, I determined that for the coming year I would keep a careful record of my activities from week to week so that when the time came for another report I could give an impressive catalogue of everything I had done without having to go to much trouble about it. I find now that I have a partial record of some of the publication jobs I worked on during April and what seems to have been the first weeks of May, but the balance of the page is entirely blank as though all activities had come to an abrupt stop. If necessary, I think I could produce evidence that such was not the case, but I fear I shall not be able to report a very detailed list of what I have done. As I tried to suggest in an article which appeared in a recent issue of The Builder, my responsibilities are not confined to the rather narrow specialization of my department but are sufficiently diversified to keep from becoming monotonous, to say the least. Many of them involve considerable detail which it is difficult to make part of an annual report.

My work with the Committee on Confirmation Instruction as well as with the Bureau of Visual Aids has taken considerable blocks of time during the past year. These activities are covered by separate reports. Other tasks not directly related to the work of my department but requiring considerable time include the following: editing "A Missionary's Leisure in the Jungle," work on the Advance Standard and Manual, articles for The Builder and Youth and more recently for our pages of The Messenger, collaboration with Mr. Wentzel in planning and preparing the 1943 Church School Calendar, classifying all new additions to the Service Library and preparing reviews of many of them for The Builder, working with the

Committee on Graded Series of the International Council's Curriculum Committee, numerous speaking and preaching engagements. Much of the correspondence from local church schools involving problems of organization and administration has been referred to me, since it does not fall naturally into any of our regular departments.

Leadership Education in the Local Church

In our last annual report we called attention to the special difficulties which local churches were then already experiencing as a result of wartime conditions in recruiting and training workers necessary to carry on their program. This situation is becoming increasingly critical. Many Sunday schools have lost some of their best workers and those who are teaching are often unwilling to give additional time for training. As indicated in the attached statistics, the decline in the number of people taking leadership training courses is clearly reflected in the number of credits issued, both through denominational as well as through interdenominational agencies. As yet there is no evidence that the United Christian Education Advance has stimulated leadership training to any marked degree, except as local church schools here and there have taken advantage of the Advance materials to add new significance to their workers' conferences. Some very interesting reports of such conferences have appeared in The Builder.

During the past year a revised edition of our manual, "Your Church Helps to Train Your Workers" has been printed. We have also purchased an imprint edition of a folder entitled "Helps for Developing Church Workers." This consists of some of the most practical materials found in Bulletin No. 507. We also have on order a very excellent pamphlet written by Erwin L. Shaver and entitled "If You Want Teachers." The subtitle describes its purpose: "Suggestions to superintendents and others responsible for selecting, recruiting and maintaining the morale of church school teachers." The three chapter headings indicate its scope: "How I choose my teachers," "How I enlist my teachers," and "How I encourage my teachers." These latter two pamphlets are of such practical value that I should like to send copies to all pastors and superintendents as a service from the Board.

Summer Schools and Conferences

A detailed report on the schools and conferences of the past season was given to the Executive Committee at its meeting on November 5, 1942, and will be found on page ____ of this volume. A supplementary report was presented at the special Board meeting on December 4th, (found on pp. ____ and ____ of this volume). We were responsible for setting up and administering fourteen summer projects, including for the first time the two Family Weeks at Dunkirk. Four schools were held for one week instead of the usual two-week period and greatly increased in attendance. The total attendance for the summer was considerably higher than it has been in recent years. The treasurer's report indicates the unprecedented achievement of having reduced our summer school subsidy almost to the vanishing point. The increase in attendance, particularly at the one-week schools, plus rigorous economy, were important factors in making this possible.

At its meeting on February 23rd the Executive Committee reaffirmed its judgment that we should proceed with plans for the coming summer despite the obvious bugaboos that threaten us - transportation problems, absence of older youth in military service and other war-related activities, food rationing, difficulty in securing adequate adult leadership. "More than ever before, young people need the help which summer activities can give. They need a deepening of spiritual resourcefulness to prepare them for terrific adjustments and crises they already are being called upon to face. They need fellowship with other Christian youth facing similar problems. They need practical help for building an adequate program in their home churches for times like these. They need insight into world conditions; they need strength and wisdom to carry loads much too heavy for young shoulders. They need to find themselves in relation to the overwhelming task of helping to reconstruct a war-stricken world."

Thus far we have reasonable assurance from each of the places we rent, except one, that the local management expects to be able to take care of our needs in the usual way. The one exception is Baylor University in Texas whose business manager writes that thus far they have not been able to solve the problem of securing the necessary help and they cannot now give us any assurance that we can hold our school on the campus this summer. I am inclined to think that this will work through satisfactorily still, but if it doesn't, we shall probably have to drop the Lone Star school for this year. I see no hope of finding a new location. All of the places have been reluctant about quoting definite charges and some have even now not done so. As is to be expected, the rates are generally higher than last year.

I am appending a list of the summer schools and conferences for 1943 together with the rates so far as these have been established. You will note that the North Star L.T.S. and the Lake Erie L.T.S. have been added to the one-week schools and that we shall have three Family Weeks at Dunkirk instead of two. This was done in response to a suggestion from the Board of Directors for the Dunkirk Conference Grounds who believe that it will be much easier to secure enrollments for the Family Camps than for the L.T.S. We considered the possibility of reducing the Lone Star school from eleven days to six but after consultation with the synodical committee on Christian education it was decided not to make this change at this time.

One new school, the Nebraska L.T.S., has been added to our schedule in accordance with the action of the Executive Committee. The ministers of the Nebraska Synod have been informed that the school will be held only on condition that we have advance assurance of an enrollment of at least thirty-five. The same word has gone to the ministers of the Kansas City Synod concerning the Sunflower school, since a part of the enrollment at Sunflower last summer was made up of folks who will probably go to the new Nebraska school this year. The support which is being given both of these schools is such that we may have every reason to believe that they will be held.

So far as possible we are working closely with synodical committees in planning our summer program. The Cooperative Council on Missionary Education, through its new director, Dr. Carl D. Kriete, is again cooperating wholeheartedly in providing mission courses and instructors wherever the necessary arrangements can be made. Through Dr. Kriete and Dr. J. J. Braun we are also arranging for the presence of representative Japanese Americans at many of our schools and conferences. An agreement with the Women's Guild provides for their cooperation in presenting the work of the Girls' Guild at a number of our schools as an integral part of the youth program of our Church.

Work Camp

The suggestion has frequently been made that our Board sponsor a work camp patterned in general after the successful work camps of the Quakers, but not until this year have we felt ready to proceed. At its meeting on November 5th the Executive Committee instructed me to explore the possibility of cooperation with the Board of National Missions in such a project. Now I am happy to report that after careful consideration the Board of National Missions is ready to cooperate with us in conducting an experimental work camp at Shannondale in the Ozarks of southern Missouri.

The basic pattern for a work camp is for a group of young men and women to come together for a period of six or eight weeks under adult leadership to work on some task of social concern. Often a camp is placed in a situation involving social tension or conflict, as for example between sharecroppers and landlords. The camp may then become a reconciling influence, seeking to help antagonists understand one another and to draw them together into a constructive fellowship. Sometimes a camp may be placed in a situation of neglect rather than of tension or overt conflict where, as a result of complex factors, both environmental and social, an underprivileged group is denied many of the advantages of life. The work camp seeks to discover through actual experience some of the problems involved and at the same time to demonstrate more effective patterns of living possible within the limitations of the situation.

For the camper the experience offers a unique educational opportunity combined with an opportunity to render needed service. Through labor with his hands, in fellowship with people of the community, the barriers of race and class and cultural differences tend to disappear. Physical work combined with periods of meditation and discussion, alters theoretical ideas and concepts so that he may have new insights into social and economic problems. The arrangement of the camp schedule, the rotation of camp duties, the development of the educational program and the work with the local community all combine to make the whole experience of great educational significance.

The work camp pattern has a special appeal at the present moment because it provides not only an opportunity by which local conditions can be studied at first hand or simply a way of making some constructive material contribution to the welfare of a distressed area,

but also an opportunity to explore in a group setting a way of meeting some basic economic and social problems which is diametrically opposed to the way of war and more nearly in harmony with the way of Christ.

Our community center at Shannondale affords a natural and readily accessible location for such a camp in an area offering many interesting human problems. It has the further special advantage that our church is at work there all the year round so that the work camp may be an integral part of an on-going program.

The proposal is that our Board furnish the educational and administrative materials and leadership while the Board of National Missions provides a place, the necessary tools and materials for the work project, and the requisite local leadership. Prof. and Mrs. Pflug have expressed their willingness to serve as directors. They are uniquely equipped for this service, having directed a Quaker work camp in southeast Missouri last summer. It is suggested that the camp be held for six weeks, beginning probably on June 21st and ending July 31st. The accommodations are such that a group of sixteen can be taken care of. The exact work projects to be undertaken can be agreed upon in conference between Mr. Bucher, our missionary at Shannondale, and Mr. Pflug. Gardening, beautification, some minor building, painting and repairs in the Community House, community health service, work in a co-op forest, teaching in vacation church schools, library work, and similar projects have been suggested as possibilities.

Mr. Bucher estimates that the living expenses for the group will amount to about seven dollars per week per person. To be safe we had better charge eight dollars per person per week. If there is any surplus, this might be applied toward the administrative expenses for which we would have to assume responsibility. These would consist of the travel and entertainment expenses for the directors, amounting to about \$115.00, their honoraria, and any expenses for promotion and supplies which are not covered by the contributions of campers. It would also be most helpful, if we could find some way of gathering a scholarship fund with which to help defray the expenses of desirable campers who are interested and who can give the time but who cannot afford the necessary funds. The Board of National Missions is ready to help us gather such a fund.

The chief task before us now is that of finding campers, at least half of whom ought to be men. We might begin by contacting the men in our seminaries and also by writing to a list of young people whom we know or whose names have been given us. Later we can issue a more general invitation through The Messenger and Youth, if that seems advisable.

Recommendations

I should like to request action by the Board on the following items in particular:

- 1) The proposed distribution of "Helps for Developing Church Workers" and "If You Want Teachers" to pastors and possibly also to superintendents.
- 2) The proposed schedule and rates for summer schools and conferences as attached to this report.
- 3) The proposed plans for a Work Camp.

Respectfully submitted,

Theodore C. Braun

Director of Leadership Training

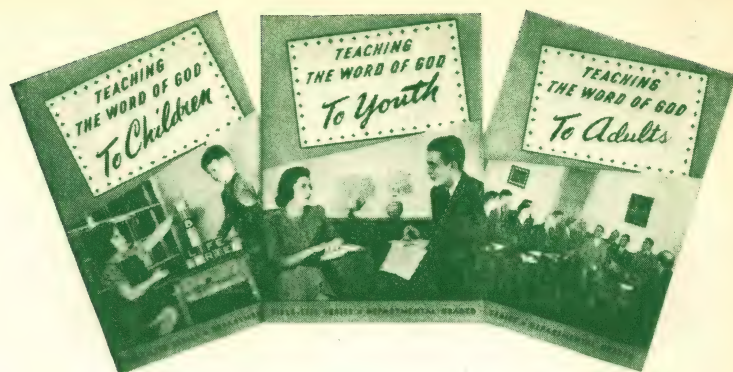
Leadership Training Recognition Granted to "E and R" Students

	<u>1940</u>	<u>1941</u>	<u>1942</u>
For work in local church classes			
First Series	331	321	170
Second Series	638	534	342
Third Series	1	6	3
	<hr/>		
	970	861	515
For correspondence work		1	1
For work in summer schools and camps			
First Series	1863	1769	1924
Second Series	1561	1218	911
Home Projects	128	86	42
	<hr/>		
	3552	3073	2877
Certified to us by the International Council			
First Series		104	141
Second Series	1461	1205	962
	<hr/>		
Grand Total	5983	5244	4496
L.T.S. Certificate of Recognition	19	20	8
First Certificate of Progress	1	11	26
Second Certificate of Progress	6	7	8
	<hr/>		
	26	38	42

Summer Schools and Conferences for 1943

July 4 - 10	<u>Hanover Conference</u> T.C. Braun, Director	Hanover, Ind.	\$ 12.00
July 5 - 16	<u>Lone Star L.T.S.</u> O. P. Schroerluke, Director	Waco, Texas	
July 11 - 17	<u>Missouri Valley L.T.S.</u> John Flucke, Director	Fulton, Mo.	13.50
July 18 - 24	<u>Nebraska L.T.S.</u> Bernice Buehler, Director	Peru, Nebraska	12.00
July 18 - 24	<u>Lake Erie L.T.S.</u> T.C. Braun, Director	Dunkirk, New York	13.00
July 25 - 31	<u>First Family Week</u> O. Walter Wagner, Director	Dunkirk, New York	13.00
July 25 - 31	<u>North Star L.T.S.</u> Bernice Buehler, Director	Lake Minnetonka Minnesota	11.50
July 25 - Aug. 7	<u>Johns River Valley L.T.S.</u> A. Wilson Cheek, Director	Collettsville, N.C.	
July 31 - Aug. 7	<u>Second Family Week</u> O. Walter Wagner, Director	Dunkirk, New York	15.00
August 1 - 7	<u>Sunflower L.T.S.</u> Ernst Nolte, Director	Newton, Kansas	13.00
August 2 - 14	<u>Tiffin Summer School</u> Fred Wentzel, Director	Tiffin, Ohio	21.50
August 7 - 14	<u>Third Family Week</u> A. N. Sayres, Director	Dunkirk, New York	15.00
August 8 - 14	<u>Green Lake L.T.S.</u>	Green Lake, Wis.	12.00
August 9 - 21	<u>Mountain Lake Camp</u> A. W. Newell, Director	Fannettsburg, Pa.	22.50
August 15 - 22	<u>Mensch Mill Y.P. Camp</u> John Wetzal, Director	Alburtis, Pa.	13.00
August 16 - 27	<u>Gulf Coast L.T.S.</u> Ralph Holland, Director	Waveland, Miss.	
August 22 - 28	<u>Camp Maack</u> O. Walter Wagner, Director	Milford, Indiana	
August 29 - Sept. 6	<u>Mensch Mill Family Camp</u> Fred Wentzel, Director	Alburtis, Pa.	14.00

Report of LITERATURE CONSULTANT



To the members of the
Board of Christian Education and Publication

We are happy to report that the groundwork has been completed and the regular assembling of church school data in the Office of Literature Consultant has been fairly well systematized. The card file, of church schools and the lesson material they use, has been in use for some time and the channels have been opened so that we can record the quarterly orders no matter through which house they are placed.

Since November we have had the interested assistance of Clara Aughinbaugh whose time is shared half and half with the Youth Department. She is able to take care of many of the office details. During the 4 weeks that I spent in St. Louis and Chicago it was a satisfaction to find that she had used good judgment in handling matters and had followed carefully the procedures we had worked out together.

Correspondence

Approximately 800 letters were written during the past 11 months.

In addition to the correspondence resulting from inquiries, orders, etc., from local church schools, we follow up every request for samples with a letter which includes an offer of the services of this office. Some interesting and worthwhile contacts have resulted from these "sample" letters.

As we enter quarterly periodical orders from church schools, we note the discontinuance of any of our publications and write to that school inquiring as to the reason for the omission of the order. The discontinuance correspondence has been possible to any great extent only since our second recording of orders, the latter part of January. Replies have come from a little more than half of our inquiries. This is a good return for this type of letter, and it is interesting to note that in almost every case the writer said, "We appreciate your interest in our school". The reasons given for discontinuance vary with practically every letter, the largest number being "decrease in enrollment" and "rearrangement of classes". Only a very few indicated dissatisfaction with the materials. Where it seemed advisable, we continued correspondence with these schools.

Other Activities

In the summer of 1942, I led two classes at both Young People's and Family Camps at Mensch Mill. I have answered requests to speak to church and church school groups on such occasions as Rally Day, workers' conferences, special meetings of teachers and officers and young people's

meetings. As proxy for Miss Buehler I met with the children's committee of the M.E.M. The contacts with children's and other workers of many denominations were stimulating and profitable. I took exhibits of church school literature to the Pennsylvania State Sabbath School Convention at Uniontown, Pa., and to the Churchmen's Brotherhood Convention in Harrisburg, Pa. A small exhibit of Bible-Life lesson materials was sent to 24 of the fall Synod Meetings. Letters were sent to both the Presidents of the Synods as well as the pastors of the churches in which the meetings were held so that someone who was familiar with Bible-Life materials might be on hand to interpret them. I was privileged to sit with the Committee on the Religious Education of Children of the International Council for several of its sessions to the end that I might understand some of the planning back of the materials I shall hope to interpret to local groups. Immediately following these, I attended the general sessions of the International Council.

Just prior to that meeting in Chicago, I spent 3 weeks in St. Louis where, through the courtesy of Mr. Hennings, I was permitted to record the periodical orders of schools who deal through Eden Publishing House. During that time we arranged for the regular channeling of this information from their office to ours.

Because of the difference in the way materials are reported by Central, it was not necessary to go to Cleveland - the additional information was secured by correspondence.

Statistical Survey

After we had completed the identification of all Philadelphia, Eden, and Central customers, we made a careful survey of the entire church, listing the number of schools using no Evangelical and Reformed literature, those using Bible-Life materials, E. and R. Uniform lesson materials, a mixture of Bible-Life and Uniform, "The Builder", and the age group papers.

The statistics revealed by this survey are encouraging as we note the extent to which our materials are being used, but they offer a real challenge when we realize the ground still uncultivated and the need for extensive promotion.

Our Successes

- 77.4% of our church schools, involving about 436,000 pupils, are using some of their own E. and R. literature.
- 1.8% are using no E. and R. lesson material, but are using one or more of our age group papers - therefore approximately
- 75.6% of our schools are using some E. and R. lesson material.
 - Of these - 30.8% use a mixture of Bible-Life and Uniform (other than adult)
 - 32.7% use Bible-Life but no E. and R. Uniform (other than adult)
 - 12.1% use E. and R. Uniform material but no Bible-Life

- 53.2% of our schools are using "The Builder"
 45.3% of our schools are using one or more of our age group papers.

Our Challenge

- 22.6% of our schools, involving approximately 60,000 pupils, are using no E. and R. literature.
 46.8% of our schools have no contact with our leaders' journal, "The Builder".
 54.7% of our schools make no use of any of our age group papers.

These statistics were carefully compiled by Synods and the last week in March a copy of the figures for his Synod was sent to each Chairman of a Synodical Committee on Christian Education. We suggested that the facts be presented to his committee and some be included in his report to the Synod. We also suggested that we were ready for suggestions as to how we could be of service to the schools of that particular Synod, in the light of the facts revealed by the statistics.

It would not be advisable to publish the following list, but it will be of interest to the members of the Board to see how the synods compare in the percentage of schools using none of our literature:

Percentage of schools using no E. and R. literature

1. Philadelphia.....8.64%	18. Michigan-Indiana.....19.6%
2. South Indiana.....8.65%	19. Nebraska.....23.07%
3. Lancaster.....9.2 %	20. California.....23.8%
4. Missouri Valley.....9.75%	21. Lehigh.....23.8%
5. South Illinois.....9.9 %	22. Central Penna.....24.03%
6. Kansas City.....11.9%	23. Southeast Ohio.....24.75%
7. East Pennsylvania.....12.2%	24. Reading.....25 %
8. Northwest Ohio.....14.4%	25. Iowa.....26.2%
9. Northeast Ohio.....14.5%	26. Mercersburg.....26.4%
10. Potomac.....14.95%	27. Susquehanna.....28.6%
11. West New York.....15.5%	28. Pacific Northwest.....31.8%
12. North Illinois.....16.9%	29. South Wisconsin.....34.5%
13. Texas.....17.6%	30. Northern.....35.3%
14. Southwest Ohio.....17.7%	31. North Wisconsin.....45.9%
15. Southern.....18 %	32. Rocky Mountain.....52 %
16. Pittsburgh.....19.3%	33. Magyar.....56.5%
17. New York.....19.4%	34. Dakota.....93.1%

Our Relationship to the Departments of Work

This office can make available to any of the departments of work current data concerning the lesson material in use in any church school. Letters asking for suggestions usually fail to give sufficient information concerning the school. Suggestions for local schools can be much more specific and helpful when the writer knows something of the type of literature they are using and of the division into departments.

We are frequently able to avoid delay to the customer who writes to our Periodical Department about an order which was never received here. A glance at the card in our file will show immediately whether the school is a Philadelphia, a Central or an Eden customer.

A great deal of confusion could be avoided if only schools would place their entire order with one house, instead of ordering some materials from one and others from another. As we examine these mixed orders there seems to be no particular reason for them, save the whim of this person or that at the moment he happens to send the order. It would save both the customer and the Periodical Departments of the three houses a great deal of extra expense and time if schools placed their entire orders with one house - presumably the nearest. If we should give this advice, in print, it would probably be received with better spirit, if we suggested that the school should choose which one. Not only is there constant confusion in the matter of changes in orders, returns, discontinuances, but also in the payment of bills. For the Philadelphia Periodical Department, our card file has saved much time and correspondence by showing immediately the correct location of the transaction in question.

The Future

As we see the needs and opportunities, it seems to us that this office can offer service along the following lines:

In the Office

1. Keep current data concerning each church school, so that a glance at the card will give the Literature Consultant and other staff members a background of information for more helpful advice when they are consulted. As the Consultant travels through the church, she will be able to supplement the information gathered from statistical reports. Every transaction between this office and any person in a school shall be recorded on the card for that school.
2. Follow up requests for samples, and advise what samples shall be sent. The latter will serve as a check to avoid unnecessary duplication of samples sent to the same school, because the record of all samples sent at the request of anyone in that school will be evident at a glance.
3. Make inquiry as to the cause of discontinuances, assuring local workers that their Board of Christian Education and Publication has a concern for the best interests of each local school, and welcomes correspondence on any church school matter.
4. Answer requests for advice in local situations - advice as to the lesson or reference material for their particular situation.

On the Field

5. Meet with groups of teachers and workers, at their request, to discuss with them what materials their own church has available and suggest how the materials may be used to best advantage. Also to point out to them the dangers of hit or miss selection of materials and the importance of cooperative planning so that there may be sequence and balance in the curriculum throughout the entire school.
6. In sections where no E. and R. materials are in use, ask - through the Synodical Chairmen of Committees on Christian Education - for permission to meet with local church school leaders, bringing an exhibit of what their own church has prepared especially for them and calling to their attention the advantages of using their own literature. Itineraries would be arranged by the Synodical Committee.

Both in the Office and on the Field

We should hope to increase the use by E. and R. church schools of their own church school literature - chiefly because we feel it would be for their best interest, but we would not, of course, overlook the importance of the increased volume of business.

Recommendation

Because of the fact that this position is a new one and because there have been doubts and questions as to ways in which it should function, we recommend that the Board of Christian Education and Publication consider the work of Literature Consultant in the light of procedures initiated during the past 11 months. A statement from the Board will serve as a norm for the functioning of this office in the future, and eliminate the necessity for individual interpretation as to what was in the mind of the Board when it established the position.

Respectfully submitted

Greta P. Hinkle

Literature Consultant

WHAT THEY SAY

A few quotations from letters received in our office from local schools will help you to understand some of the problems they and we are facing and to appreciate the discouraging as well as encouraging features.

"Our school wants you to know that we are entirely satisfied with all your literature, and find it the best and most complete series we have ever used. However, conditions beyond our control have necessitated holding Church School only every other week. Hence, our full year's order will last two years for the younger pupils - nursery through junior. Older pupils find it possible to use two lessons a week and so finish the courses in one year." - MARYLAND

"We have a very small S.S., for many of our people have moved away since the war. It is rather discouraging but is something that just can't be helped. It isn't that we are not satisfied. We hope to be able to increase our order again sometime." - IOWA

"We like the literature of our own Board. As pastor, I think it is excellent. Some of our teachers think the departmental graded lessons are too difficult (and perhaps some of them are). But the truth of the matter is the lessons make them 'dig' more than they would like to! Which is a compliment to the calibre of the materials." - NORTH CAROLINA

"Our reason for this discontinuance is that we put the money spent for Youth and Venture toward Messenger subscriptions for the homes of our S.S. The greater number of Youth were being used by members of our Adult Classes and I felt that the Messenger would be of more value to them. In this way we succeeded in placing the Messenger in 49 homes of our congregation. No doubt we will be getting Youth and Venture again soon." - PENNSYLVANIA

"The Bible-Life Series are used effectively in our school. The High School Dept. teacher says they are the best materials she ever used." - NEW YORK

"The Bible-Life Series is splendid and I particularly appreciate the background material for the teacher, the session plan, worship helps, the suggestions in class conversation, talking it over and other helpful suggestions. None of our teachers of children has had any training and I feel all these suggestions help them to teach the lesson on the child's level of thinking." - OHIO

"The committee felt it wise to choose an undenominational journal since it is a Lutheran and Reformed congregation and in some way they couldn't agree on either Lutheran or Reformed material. We appreciate your interest and want to thank you for your cooperation. Perhaps at some future date, you can be of service to us in a different way." - PENNSYLVANIA

"With the new quarter, we will be using Bible-Life lessons in all but the primary class. The primary teacher had used this series last year, found it too simple for her class and changed to more difficult material from D.C.Cook. Her class seems to be enjoying the more advanced material. The junior classes have been using Bible-Life materials right along and the teachers have been satisfied. Personally I am interested in the new series." - NEBRASKA

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 "The sample copy (senior Bible-Life) was compared with 3 others by my Sunday School class and myself. The attached order indicates our impression." - NEW YORK

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 "I was sorry to discontinue this material. The teacher said she could not use it and wanted to go back to uniform lesson material. She said also that it took too much of her time to prepare the lesson." - NORTH CAROLINA

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 "After careful consideration, we decided to change to Bible-Life Series and we are very much interested. I like the references very much and also the teacher's quarterly. I could use some more help for effective worship services. I have 10 teachers and 85 pupils enrolled in the intermediate department. We are planning an exhibit on things from China." - ILLINOIS

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 "Our reason for canceling the lesson material is because our school is under a union church. It has been the custom for many years for our school to change quarterlies every 2 years. We are, however, receiving the Beginners and Primary Departments' supplies from your Board every year. We are well satisfied with your literature and will order it again in 1945." - PENNSYLVANIA

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 "We discussed the contents of your letter to me, in reference to new Sunday School material, at our Sunday School Board Meeting. The material from 'The Scripture Press' has been highly recommended to us. Our teachers and pupils alike feel they would like to try this material but if it is not found to be satisfactory we will certainly come to you for advice on your material. We appreciate your offer to furnish us with this new material through your Board. Thank you for your cooperation." - PENNSYLVANIA

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 One pastor writes that he likes our material very much, but his people insist on Cook's and he can't force them to use ours. - PENNSYLVANIA

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 "My teachers come to me baffled by the lessons, which I confess are usually very interesting to me, suggesting that it seems to them they are written for entirely different pupils and teachers from those we have in..... In other words, they appear vague, not practical but theoretical. My own experience with a class of intermediate boys was that I was always a bit uncertain as to what we were supposed to do. Maybe I did not have time to spend in making the preparation necessary to get into the spirit of the lesson. Why can't our materials be in workable form for what I suspect is the great majority of teachers and pupils in our denomination?" - OHIO

In response to a request for sample materials for ages 12 - 24, youth prospectuses and intermediate, senior and young people's materials were sent to the Professor of Christian Education at Biblical Seminary, New York, for the course on Christian Education. Miss Garber wrote, "As I have glanced through the various pamphlets, I have been impressed with the attractive form and completeness of the materials which you have for the use of adolescents in the church school program. We are indebted to you for this service in enriching our study."

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 "I am truly thrilled with the literature samples you sent me..... Ours is a Federated Church, Evangelical and Reformed and Christian and I'm sure your literature meets our needs very nicely." Original letter said they had been using closely graded material from Standard Publishing Co. but the educational committee wanted to examine our Bible-Life materials.-OHIO

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 "Thank you for your letter regarding Primary material. I have started a first grade group with an interested teacher and feel it is going to prove excellent. I have used your materials in years past and they have proved good and your response is immediate which is such a help these days." -
 FEDERATED CHURCH, MASSACHUSETTS

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 "It was due in small part to a desire to hold down literature expenses but mostly because our people did not read the magazine "Youth" enough to justify continuing it. There certainly was no criticism of the magazine itself. I was surprised to learn how little they were reading it. In fact, I fear I would be more surprised if I knew how little they were reading anything. And I do not mean this as a reflection on our particular people, it might be found to be more or less general." - NORTH CAROLINA

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 One school depleted its treasury by buying a \$300 war bond. Then, because of lack of funds, they cancelled their order for 55 Youth. When we wrote inquiring as to the reason for this discontinuance, they reconsidered and within a short time sent an order for 25 Youth, also increased by 10 their order for Treasure. At the same time they discontinued their order for 20 Venture and 31 Friends.

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 The materials were discussed at our general conference last week and will be further discussed at departmental conferences this evening. I am of the opinion that it would be to the advantage of our school to use the Bible-Life Series throughout and I have recommended this. In the Junior, Senior, Intermediate and Young People's Departments where they are now in use, they are well received by both teachers and pupils. I am especially pleased with the wide range of helps and suggestions provided for the teacher in both the Beginner's and Primary materials. Of special interest also is the section for parent cooperation in the Beginner's material. -
 PENNSYLVANIA

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REPORT OF THE EDITORIAL DEPARTMENT

To the Board of Christian Education and Publication -

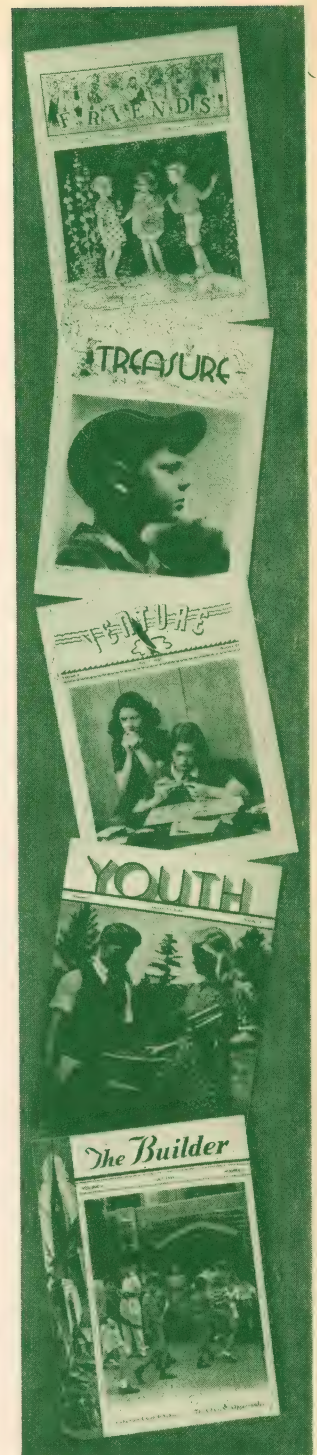
There is always a difficulty in selecting those editorial items about which an annual report should be made. A large bulk of the work is routine, and these routine matters are the same from year to year. They are, however, very vital to the ongoing activity of our program. This does not mean that little creative planning is done. However, this phase of the department's activities is reported through the Board of Editors.

The department has carried through the recommendations of the Board and the suggestions of the Board of Editors. During the past few months we have experienced some difficulties because of war restrictions, but these have not been too serious. We are alert to the developments in this area and will be able to make further adjustments should these become necessary. We have been able to absorb the present "paper art" required. At the suggestion of the Telephone Company and because the teletype machines were not used as much as we thought they would be, the machines were removed from both the St. Louis and the Philadelphia offices.

With the December issue of OUR MISSIONS SUNDAY, OUR WORK, and the FLIEGENDEMISSIONSBLAETTER, these papers were discontinued. The editorial department was responsible for the assembling, the editing and partly for the planning of these.

Beginning with the February issue of TREASURE and the March issue of FRIENDS, the printing of these papers is being done by Eden. The transfer of these became necessary because of failure to keep the desired schedule, lack of proper coordination between printer and editorial department. The transfer has made it possible to print these publications on an advance schedule without, in any way, changing the routine schedule of the editorial department.

Because of transportation difficulties and the expressed desire of a number of our church schools to have their material on hand earlier, we are now shipping the publications so that they will be in the schools not later than the third Sunday before the date on which they are to be used. By and large this schedule has been satisfactory.



Some very fine comments, as well as some criticisms were received during the past year. We have assembled some of them for inclusion in this report.

The Bible-Life Series has steadily gained favor with our schools. As far as it is possible we have taken account of the criticisms and suggestions for changes. Because this series is planned with the Board of Christian Education of the Presbyterian Church, we cannot go as far as we should like, or as far as it may seem advisable. We are pleased to report that through the months many difficulties which had been previously indicated have cleared, and our relation to the editorial office of the Presbyterian Church is quite satisfactory. Considerable cooperative planning is actually taking place.

At the last annual meeting of the Board we reported that the Presbyterian Board was to make some radical changes in their S.S. curriculum. In order to undertake this tremendous task the Presbyterians planned a six-week conference on Staten Island which was to give the entire time to a consideration of the new curriculum. They requested us to send at least two of our staff to take part in the work. Miss Buehler was present for a few days. Mr. McQueen was present for the six-week period.

Our own editorial work continued uninterruptedly even though no additional assistance was secured. Vacation schedules were delayed and Mr. McQueen's cancelled entirely. Some of the editorial work was done on Staten Island and forwarded to St. Louis for inclusion in the papers.

The curriculum conference was indeed a worthwhile experience. As indicated before, the undertaking was tremendous for a denomination, and is unique as far as the Presbyterians are concerned. At the end of the six-weeks it was stated that everything which had been planned for this conference was completed.

What this new curriculum venture means to us and what effect it will have upon our Bible-Life Series will be reported in detail by the Board of Editors. This Board also will make a recommendation regarding future cooperation with the Presbyterian Board of Christian Education in producing material for our church schools.

This is the major editorial issue the Board has to face. Upon the decision you may reach regarding the recommendation coming from the Board of Editors, rests also the advisability of our continuing or discontinuing membership on the International Council's Graded Lesson Committee.

The editorial staff is appreciative of the Board's Christmas remembrance. Miss M. Rummel, Miss Rose Kniker and Mrs. Carl Fischer express their thanks to the Board for the adjustments in their salaries as of February 1, 1943. All of us again say, "Thank you" to the Board and the administrative staff, for your directive suggestions, fine constructive criticisms and general helpfulness.

Respectfully,

FRED E. McQUEEN
Editorial Department.

FIELD SCHEDULE OF REV. FRED E. McQUEEN

Jan. 27 - Religious Ed.Com., St. Louis Church Federation.

Jan. 27 - Webster Groves City, Leadership Training Com.

Feb. 8 - Youth Cabinet - Elmhurst, Ill.

Feb. 9-11 Editors' Professional Section, Int.Council-Rel.Ed., Chicago.

Feb. 9-11 Quadrennial Convention, In.Council, Chicago

Feb. 11 The Committee of Nine

Feb. 16 St. Louis, Mo.- Synodical Coordinating Com.War Relief.

Feb. 24 St. Louis, Mo.- Com. on Religious Ed.St.Louis Church Federation

Feb. 25 St. Louis, Mo.- Com. on Mission Literature

Mar. 17 New York - Committee of Nine

Mar. 18-21 New York, Int.Council, Com. of Graded Series

Mar. 23-25 New York, Int.Council, Com. on Uniform Series

Mar. 26 Philadelphia - Board of Editors

Apr. 13 Evansville, Ind.- St. Luke's SS Teacher Conf.Bible-Life Series

Apr. 17 St. Louis, Mo. - United Christian Education Advance

Apr. 20 Philadelphia - Executive Com. Board of Christian Education

Apr. 21-22 Philadelphia - Annual Meeting of the Board

Apr. 23-25 Philadelphia - The Board of Editors

Apr. 27-29 New York - Weekly Church School Magazine Syndicate

May 6 St.Louis - Com. on Rel.Ed. and Conf.

June 8 Staten Island - Special Curriculum Conference of the Presby-

July 18 terian Board of Christian Education

Oct. 9 Indianapolis - Curriculum Conf. World's SS Asociation

Oct. 13 St.Louis - Trinity E & R Church-Bible-Life Series,Teach.Meet.

Oct. 14 Evansville - St. John's, Teachers Meeting, Bible-Life Ser.

Oct. 26-31 Philadelphia - Board of Editors

Nov. 4 St. Louis-Fed.of St.Louis Minister's, Trends in Curriculum

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(Field Schedule continued)

Nov. 5-7 Chicago - International Council, Com.on Uniform Series
Nov. 9-14 Chicago - International Council, Com.on Graded Series
Nov. 23 St. Louis - Committee on Religious Education,
St. Louis Federation.

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COMMENTS ON OUR PUBLICATIONS

"My Class of Intermediates and I would like to give our best commendations on your Departmental Graded materials for Sunday school intermediates. At our teacher's and officer's meetings I have heard many favorable comments also from the heads of other departments."

"I can say that my present source of teaching information and guidance is the very best I have ever used, and it is a real source of inspiration to do my best."

"If I were to offer any criticisms I would say that such a wealth of material and information is offered for each lesson that I can hardly find time to use all of it in the lesson period, which seems to fairly fly by most of the time." Columbia, Pa.

"I want to add my commendation on the new Bible-Life lessons, particularly the Senior, July-September quarterly. There are still some of those pious, answers expected questions, but remarkably few compared to the good stuff." Kimmswick, Mo.

"There is certainly no better time than Thanksgiving week to express my personal gratitude to you for your excellent Bible-Life Series, (Senior Course.) It is splendid! In the ten years I've been trying to teach senios, I have found no other materials that can compare with it."

"It is a happy sensation to have so much worthwhile information at one's finger tips." Buffalo, N.Y.

"First of all, I want to take this opportunity to tell you that I think THE BUILDER is fast becoming the best church school journal put out by denominational offices. All through this year I have noticed much improvement in the type material offered that makes it possible for even inexperienced workers to read with profit. I'm so glad that you are going to carry articles to aid the less experienced and trained worker's." Evansville, Ind.



"First of all I want to take this opportunity to tell you that I think THE BUILDER is fast becoming the best church school journal. Please see that our number of subscriptions for THE BUILDER is increased to 50 copies per month."
Evansville, Ind.

"I have been getting TREASURE for two years now, and this is my third year and last. I wish I could keep right on getting it forever."
Abbotttsford, Mich.

"This is the first year that my class has been receiving the TREASURE. They find it very interesting."
Clifton, New Jersey.

"The TREASURE is one of my best treasures."
Chicago, Illinois.

I like TREASURE very much, and the poems are grand. I wish other boys and girls in the United States could hear about TREASURE. I am sure they would like to read the papers."

Gerald, Missouri.

"We want you to know that all of us enjoy the other features in TREASURE, and look forward to receiving it each Sunday."
Coshocton, Ohio.

"I have been getting all the papers. I like to reach them. They have a lot of nice stories in them."
Gerald, Missouri.

"I read the TREASURE and like it very much. I am sending the puzzles which I have solved."
Mokena, Illinois.

"I am well, hope you are all the same, and am enjoying the paper every week."
Soldier,
Sea Girt, N.J.

"As Chairman of the Churchmen's Brotherhood Denominational Loyalty Department, I want to thank you and Elmer F. Ansley for the splendid articles under 'So this is our Church' appearing in YOUTH. Something that has been needed for a long time."
St. Louis, Mo.

"In my opinion, YOUTH is one of the finest magazines published."
Springfield, Ill.



"May YOUTH continue with the continued success it deserves."
Valparaiso, Indiana.

"Don't know what I'll do if I can't get YOUTH to read out here in an army camp. I enjoy reading it, so if you please send it to my new address, and it won't be long and I'll be getting it again."
Wendover, Utah.

"I have enjoyed reading your articles in YOUTH for some time and have found your advice valuable and applicable to my life in many cases. Many thanks to you!"
Columbiana, Ohio.

"I have enjoyed very much having the magazine YOUTH sent to me. It is very interesting."
Soldier, Fort Sill, Okla.

"As one of four religious magazines which I have recommended for the reading room of one of the units which I serve, YOUTH has been accepted and approved. Please begin the subscription August 1."
Chaplain, Camp Shelby, Miss.

"I appreciate it very much and enjoy its helpful topics. It is a reminder of good things."
Soldier, Overseas.

"Continually enjoying YOUTH. Think it is a grand book."
Soldier, Overseas.

"All reports and comments from people in this section of the country concerning YOUTH magazine have been very favorable. It is just as appealing to the older folks as to the young people. We all think it is one wonderful magazine."
Burlington, Iowa.

"I'm sorry to have to bother you for changing the address again, but it's something that can't be helped and I can't be without the YOUTH. It is a wonderful paper and I enjoy it very much," San Antonio, Tex.

"Among the numerous young people's periodicals which come regularly to my desk, YOUTH is always more than averagely welcome. But when I opened the October 18 issue, something really clicked. What a grand job YOUTH has done in presenting Emmaus work!"
Adams, N.Y.

"I am now serving in the chaplain corps as an assistant, and it will be very valuable to me."
Overseas.

"Thoroughly enjoy the magazine each week. Furnishes us with some of the better literature and find many inspiring messages which are useful while in the service."
Overseas.

REPORT OF THE EXECUTIVE SECRETARY
ON THE
PERIODICAL DEPARTMENT

To the Members of the
Board of Christian Education and Publication -

A study of our statistics reveals that though there is a decline in the total subscription list for 1942, total sales are only slightly less than in 1941.

Another fact that appears to be evident is that the Bible-Life Series is gradually supplanting the Uniform Series in popularity. However, there are individual cases where the schools have not found the Bible-Life Series to their liking, and have returned to the Uniform Series.

Costs of production have increased, and are continuing to do so.

The subscription rates have remained unchanged.

The reasons for the drop in subscriptions are probably as follows:

- (1) There has been a considerable drop in church school attendance, in both city and country. This, in turn, is due to population shifts and to war emergency services. Added to this is the increasing number of vacant pulpits.
- (2) The decreasing number of well-qualified teachers increases the demand for a simpler, cheaper type of lesson helps.
- (3) The MESSENGER subscription campaign has had some adverse effect on our age group magazine distribution.

Respectfully submitted,

PAUL V. TAYLOR

Executive Secretary

CIRCULATION OF CHURCH SCHOOL PUBLICATIONS

LESSON MATERIALS

Pupil's Materials	1st Quarter 1942	2nd Quarter 1942	3rd Quarter 1942	4th Quarter 1942	1st Quarter 1943	Inc. of Dec. 1st Qr. 1942 & 1st Q. 1943	% Inc. or dec.
Beginners & Primary							
Uniform	5,229	4,966	4,640	4,622	4,432	-	-15.24
Departmental	57,826	56,458	55,100	56,220	55,500	-	- 4.02
Total	63,055	61,424	59,740	60,842	59,932	-	- 4.95
Junior							
Uniform	13,026	12,924	12,368	12,549	11,741	-	- 9.86
Departmental	27,839	27,721	25,811	27,163	27,683	-	- 0.56
Total	40,865	40,645	38,179	39,712	39,424	-	- 3.53
Intermediate							
Uniform	17,655	17,501	16,630	16,373	15,581	-	-11.75
Departmental	16,750	15,952	14,160	16,146	15,867	-	- 5.27
Total	34,405	33,790	30,790	32,519	31,448	-	- 8.59
Senior Young							
Uniform	22,671	21,902	22,195	21,830	20,391	-	-10.06
Departmental	11,756	10,739	9,728	10,641	10,371	-	-11.78
Total	34,427	32,641	31,923	32,471	30,762	-	-10.65
Adult							
Adult	74,824	74,709	73,179	72,926	72,710	-	- 2.83
Lesson Leaf	28,714	27,361	27,186	27,440	26,805	-	- 6.65
Total	103,538	102,070	100,365	100,366	99,515	-	- 3.89

Net average Decrease (based upon comparison of 1st Quarter 1942 & 1st Quarter 1943) - 5.50

CIRCULATION OF CHURCH SCHOOL PUBLICATIONS

AGE GROUP MAGAZINES

	1st Quarter 1942	2nd Quarter 1942	3rd Quarter 1942	4th Quarter 1942	1st Quarter 1943	Inc. or Dec. 1st Q. 1942 1st Q. 1943	% Inc. or Dec.
--	---------------------	---------------------	---------------------	---------------------	---------------------	--	-------------------

YOUTH	29,715	29,763	28,241	28,458	28,167	-1,548	- 5.21
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VENTURE	12,526	12,329	11,383	11,670	11,811	- 715	- 5.71
---------	--------	--------	--------	--------	--------	-------	--------

TREASURE	16,842	16,640	15,804	16,375	16,028	- 814	- 4.83
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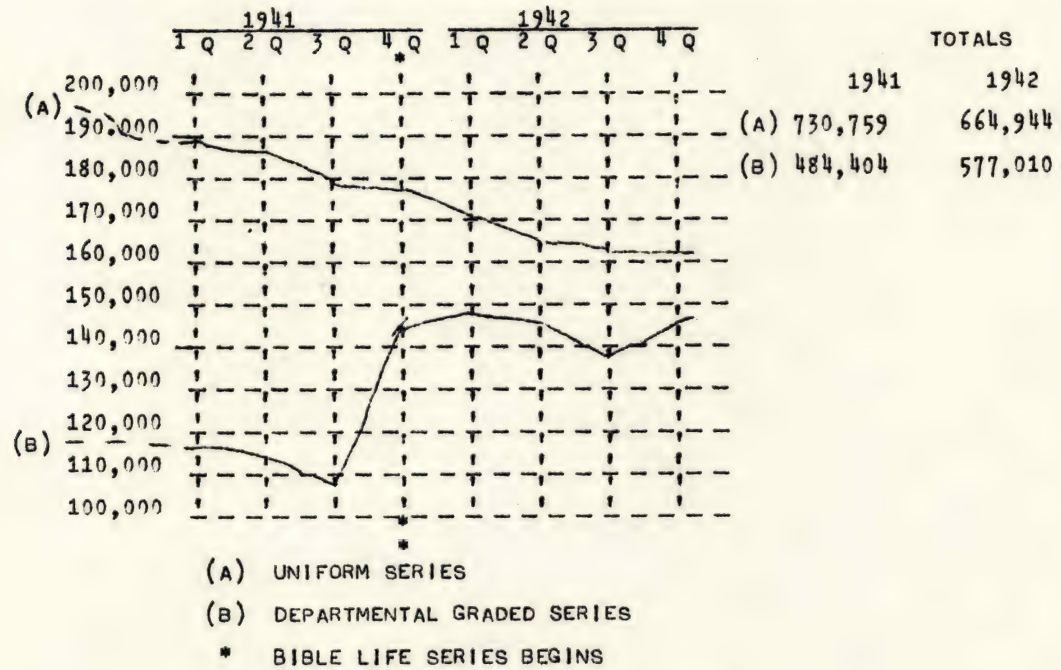
FRIENDS	13,556	13,607	13,095	13,437	13,305	- 251	- 1.85
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Net average Decrease (based on Comparison of 1st Quarter 1942 / 1st Quarter 1943) - 4.58

LEADERS' JOURNAL

THE BUILDER	13,424	13,583	13,092	13,280	13,171	- 253	- 1.88
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TOTAL COPIES OF ALL PERIODICALS CIRCULATED
A COMPARATIVE GRAPH, UNIFORM SERIES AND DEPARTMENTAL GRADED SERIES



NUMBER OF COPIES OF PERIODICALS CIRCULATED

	1941 1ST QR.	1941 2ND QR.	1941 3RD QR.	1941 * 4TH QR.	TOTAL
DEPARTMENTAL GRADED SERIES	117,007	113,975	109,038	144,384	484,404
UNIFORM SERIES	187,713	185,496	179,743	177,807	730,759
THE BUILDER	41,445	41,931	41,112	41,346	165,834
AGE GROUP MAGAZINES	969,513	965,697	916,707	945,018	3,796,935
TOTAL	1,315,678	1,307,099	1,246,600	1,308,555	5,177,932
	1942 1ST QR.	1942 2ND QR.	1942 3RD QR.	1942 4TH QR.	TOTAL
DEPARTMENTAL GRADED SERIES	148,862	145,035	137,651	145,462	577,010
UNIFORM SERIES	170,352	166,980	163,996	163,616	664,944
THE BUILDER	40,273	40,749	39,277	39,841	160,140
AGE GROUP MAGAZINES	944,474	940,489	890,608	909,257	3,684,828
TOTAL	1,303,961	1,293,253	1,231,532	1,258,176	5,086,922

* BIBLE LIFE-SERIES BEGINS

PERIODICAL DEPARTMENT

PROFIT AND LOSS STATEMENT
 For the Year Ending January 31, 1943
 (TRANSCRIPT FROM AUDITOR'S REPORT)

	Net Sales	Costs and Expenses	Profit or (Loss)
<u>Departmental Graded Lessons - per schedule</u>			
Bible-Life Series	\$ 81,012.30	\$80,720.97	\$ 291.33
Other series	1,503.10	1,580.95	(77.85)
<u>Age Group Papers, Youth and Leaders' Magazines - per schedule</u>			
Friends	4,343.70	4,518.28	(174.58)
Treasure	7,619.01	12,043.62	(4,424.61)
Venture	5,451.04	10,420.19	(4,969.15)
Youth	25,517.57	44,371.15	(18,853.58)
Builder	10,747.76	13,407.96	(2,660.20)
Miscellaneous	983.86	904.57	79.29
<u>Uniform Lessons - per schedule</u>			
Primary	1,150.85	1,088.13	62.72
Junior	3,583.95	2,807.51	776.44
Intermediate	5,312.49	4,051.65	1,260.84
Senior and Young People	7,229.39	4,903.61	2,325.78
Adult and Home	26,534.71	12,607.77	13,926.94
Das Heim	1,014.22	2,043.59	(1,029.37)
Lesson Leaf	5,201.74	2,559.77	2,641.97
Worship Service	119.16	223.89	(104.73)
General	484.48	419.38	65.10
 Totals	 \$187,809.33	 198,672.99	 (\$10,863.66)
 <u>Other Income</u>			
Miscellaneous income	\$ 263.20		
From Woman's Missionary Society	1,250.00		
 Total other income			 1,513.20
 Total loss			 (9,350.46)
 <u>Other expenses</u>			
Donations		0	
Calendars and free publications (A)		0	
 Total other expenses			 0
Final loss for the year			 (\$9,350.46)

() Denotes loss

(A) Total cost \$3,245.99 charged to Educational Department

PERIODICAL DEPARTMENT

BALANCE SHEET

At January 31, 1943
(TRANSCRIPT FROM AUDITOR'S REPORT)

A s s e t s

Cash in bank	\$33,340.87	
Cash and checks on hand	22.67	\$33,363.54
Accounts receivable	20,201.04	
Due from Woman's Missionary Society General Synod	1,100.00	21,301.04
<u>Inventories</u>		
Stationery and office supplies - At St. Louis	84.50	
Library books - At St. Louis	60.00	
Manuscripts, photos, electros - At St. Louis	953.75	
Cuts	3,101.35	
	<u>4,199.60</u>	
Periodicals on hand - at Philadelphia	\$326.62	
Stationery and supplies - at Philadelphia	576.25	902.87
		5,102.47
Furniture and fixtures - at St. Louis	327.70	
Furniture and fixtures - at Philadelphia	2,996.55	3,324.25
Prepaid costs and expenses	2,435.21	
Prepaid insurance	199.65	2,634.86
Loans to Business Department		20,300.00
Due from Educational Department for calendars and free publications		3,245.99
Total assets		<u>\$89,272.15</u>

Liabilities

Accounts payable	\$29,029.86	
Due to Real Estate Department	62.12	
Due to Business Department	251.14	
Due to Eden Publishing Company	1,261.41	\$30,604.53
Payroll taxes withheld from employees		38.62
Total liabilities		30,643.15
Capital at January 31, 1943		58,629.00
Total liabilities and capital		<u>89,272.15</u>

PERIODICAL DEPARTMENT

CAPITAL ACCOUNT

At January 31, 1943
(TRANSCRIPT FROM AUDITOR'S REPORT)

Balance to credit at February 1, 1942	\$68,720.81
<u>Debits</u>	
Net debits	(A) 741.35
Net credit	67,979.46
Net loss for the year ending January 31, 1943	9,350.46
Balance to credit at January 31, 1943	\$58,629.00
(A) see letter from Eden Publishing House dated September 16, 1938 for further details.	

SCHEDULE OF INSURANCE POLICIES
At January 31, 1943

<u>Number</u>	<u>Name of Company</u>	<u>Amount</u>	<u>Date</u>	<u>Expires</u>	<u>Premium</u>	<u>Kind</u>
01-752563	Maryland Casualty Co.	\$ -	12-31-42	12-31-43	\$ 47.30	Workmen's Compensation
G-1668	Prudential Insurance Company of America	-	6-24-42	6-24-43	372.81	Group Life
R-7882075	Lumbermen's Mutual Casualty Company	2,000.	4-14-42	4-14-43	1.87	Payroll Robbery
208280	The Guarantee Company of North America	8,500.	7-18-42	7-18-43	14.40	Fidelity Bond

Total

\$436.38

Note - All policies are held by the Real Estate and Business Departments.
Premiums shown above represent Periodical Department's share.

Note - Prepaid insurance premiums at January 31, 1943 amounted to 199.65.



Department of
MISSIONARY EDUCATION

The Cooperative Counsel of Missionary Education

Early in the present fiscal year, the question of the relationship of the Cooperative Council of Missionary Education to the whole church set-up, and the advisability of its continuance, was given serious attention by the members of the council and the officials of the Church. The special problem discussed at a meeting held in Cleveland on March 10, was the relationship between the Cooperative Council and the Department of United Promotion.

At this meeting the following statement of function of the Cooperative Council of Missionary Education was adopted:

1. Organization

1. Constituency of the Council

Executive Secretaries of the Board of National Missions, the Board of International Missions, the Board of Christian Education and Publication, the Women's Guild and the Churchmen's Brotherhood.

The Director of the Cooperative Council of Missionary Education and heads of major departments of the denominational boards and auxiliary organizations responsible for missionary education shall be advisory members.

2. Officers

Chairman, Vice Chairman, Secretary, and Treasurer.

3. Committoes - - such as may be needed.

II. Duties

1. General Function

To plan for and carry out cooperatively the integration of the missionary elements into a total coordinated educational program.

2. Special functions

- a. To assist in integrating and coordinating the missionary educational work of local church organizations.
- b. To provide source materials
- c. To cooperate in advancing the missionary objectives of the Boards and auxiliary organizations of the church.
- d. To experiment in special fields and areas.
- e. To cooperate in providing missionary education in conferences, institutes, summer schools and camps.

III. Administration

The Council shall function through a full-time Director and such other employees as may be required.

IV. Finances

Funds for the work of the Council shall be provided by the cooperating Boards and auxiliary organizations.

The working budget shall be formulated annually and presented to the cooperating Boards and auxiliary organizations for their approval.

- - - - -

VOTED that this committee request the General Council to grant representation to the Cooperative Council of Missionary Education on the Committee on Correlation and Promotion.

After further discussion of the Department of Visual Aids and its relationship to the Cooperative Council of Missionary Education, it was

VOTED that we adopt the following resolution: After the survey of the present detailed program of the Cooperative Council of Missionary Education, and in the interest of clarifying the Church's Departmental responsibilities, we recommend to the Cooperative Council that if there be any present functions of the Cooperative Council which involve phases of the Church's work other than missionary, that these be transferred to the appropriate Church departments. Specifically this may mean:

The transfer of any "all-inclusive" visual aid functions, such as -

- a. the preparation and supervision of any and all general exhibits.

- b. the preparation and distribution of any and all transparencies, motion picture films, etc., comprehending the total work of the Church.
- c. and such other functions as are not specifically and solely missionary.

We further recommend that such visual aid functions as properly fall within the province of the Cooperative Council shall be subject to the plan for the establishment of a centralized Department of Visual Aids, adopted by the General Council at its January 1942 meeting.

- - - - -

At the last meeting of General Synod, Dr. David D. Baker, Director of the Cooperative Council of Missionary Education, was elected editor of THE MESSENGER, and accordingly resigned from the directorship of the Council, on August 1, 1942. Rev. F. Nelson Schlegel was elected to succeed Doctor Baker.

Mr. Schlegel never took office, and on November 4, 1942, finally refused the appointment. Meanwhile, Mrs. David D. Baker carried on the work on a part-time basis.

On November 4, Dr. Carl D. Kriete was elected to the post and Mrs. Baker was appointed as his assistant.

The reports of the Director and his assistant follow.

PAUL V. TAYLOR.

To the Members of the
Board of Christian Education and Publication -

In the report which Doctor Baker made to you last year he called your attention to the fact that we had passed through the early stages of finding ourselves in the Cooperative Council and were functioning in regularly established patterns. It was very fortunate indeed that this was true before the changes in personnel of the last year became necessary. Mrs. Baker carried on valiantly between the time of Doctor Baker's resignation and the assumption of office by the new director on the first of December. Dr. and Mrs. Baker were active in the camp and summer school program of last year and missionary education was effectively carried in all of these camps and summer schools both in the curriculum and in the use of visual aids and other resource material and people at the conferences and camps. Plans are going forward now for the summer of 1943 and the programs are pretty well completed. It is planned to have present at the camps a number of Japanese evacuees and probably the same Christian girl from South India, who visited some of last year's camps, in some of the camps which she has not yet visited. In the matter of our weekly and monthly periodicals, the regular pattern has been carried out. The detailed statistical report of the Editor will reveal the amount of missions' content.

The St. Louis branch of the Service Library has again been very much in use during the past year. Naturally, the library is most used in the immediate vicinity of St. Louis but books have gone to sixteen states as widely separated as New York and California, Minnesota and Alabama. The librarian reports that an average of from 65 to 75 books are continually in circulation. 112 volumes have been added since January 1, 1942.

At the beginning of this year we were asked by the Board of International Missions to return to them their visual aid materials but we are still continuing to send out the other visual aid materials we have on hand pending the setting up of a denominational visual aid headquarters. Excellent visual materials are continually being prepared by the Visual Aids Committee of the Missionary Education Movement and are widely used. They report an excellent film on Latin America. Just now plans are in preparation for a National Missions film on "The American Indian," the subject for study in 1944. It should still be possible to have our own Indian work included.

The information about the progress of World Neighbor projects will be in Mrs. Baker's report.

Nearly ten days of February were spent attending meetings of the Missionary Education Movement in New York City. It was my privilege to attend the sessions of the Board of Managers and Committee No. 2 which carries responsibility for missionary publications for the youth of the Church. It is difficult to overestimate the value of this fellowship with the Church's leaders in missionary education, not only for the immediately practical help received but more especially for the vision of the scope and grasp of the resources available for missionary education. We should make more use than we do of the materials produced by the Missionary Education Movement.

In February I was privileged to attend the meeting of the Executive Committee of the Board of National Missions in Cleveland, and gained some necessary orientation in the work of our Board of National Missions.

The preparation of Mission Study Units for inclusion in the Bible life Series has been carried out according to previously established plans. Articles on missions have been supplied for the weekly and monthly magazines according to the schedules of the editors. Material for the revision of the pamphlet on Missions in the Church School was prepared in our offices and sent to your Board.

This first four months in the office of director have been very busy ones in getting adjusted and becoming acquainted with many aspects of this work which were new to me. This responsibility was assumed at a time when the War Emergency Relief Commission was planning a new campaign which took a great part of my time and effort. For these reasons the work of the director has been largely one of becoming acquainted with the patterns already established. Consequently no new lines of work are as yet being considered.

Most of my Sundays have been taken up with engagements in various churches presenting either the cause of missions or the cause of War Emergency Relief to the churches.

I wish here to accord my deep appreciation of the cooperation of the members of the Cooperative Council, the Board of Editors, and particularly of Doctor and Mrs. Baker, in giving me much needed information in establishing myself in this work.

This report is submitted with a sense of deep appreciation of the opportunity of having a share in the work of this Board and in keeping the world-wide impact of Christianity and its world-wide needs and the reality of its world-wide fellowship in the thinking of the people of the Church.

Respectfully submitted,

CARL D. KRIETE, Director.

To the Members of the
Board of Christian Education and Publication -

It is only since November that I have carried the title of Assistant Director of the Cooperative Council of Missionary Education though in reality I have been assisting part-time in the office of the Cooperative Council ever since September 1940, when the Director of the Council assumed the added duties of the secretaryship of the War Emergency Relief. This, however, is my first report to the Board.

The World Neighbor project has become my particular responsibility. By as heavy a blast of advertising as we felt feasible we initiated the project late last spring. Letters were mailed to all pastors, all church superintendents and all presidents of Youth Fellowships. Articles appeared in all the church magazines, including News for Leaders of Youth and The Child's Teacher. Literature was sent to all camps and summer schools; accompanying letters with suggestions for its use were sent to all teachers of missions courses. The results have been far from startling, but we can at least use the adjective gratifying. To date, more than 100 different churches have responded, involving 262 pledges. Two issues of World Neighbor News have been prepared and sent to all the participating groups. A lively correspondence has been carried on. We have every reason to believe that the project is an excellent means of missionary education and we intend to keep pushing ahead as energetically as possible.

I have written missionary articles for the various church periodicals, filled numerous speaking engagements, counseled with church school boards and assumed responsibility for the office in the absence of the director. I taught courses in missions in two summer schools and in August accompanied a group of national and international missionaries for a week's tour in Iowa Synod, where on successive evenings forums on the missionary work of the church were conducted in a few - too few - of our churches.

Respectfully submitted,

HELEN E. BAKER

BUREAU OF VISUAL AIDS

To the Members of the
Board of Christian Education
and Publication:



I.

Three important developments mark the work of the past year.

1. The publication of a new slide library catalogue

The previous edition of our catalogue had been exhausted for some time and we were sorely in need of a new one; in fact, our slide rentals dropped some this year because we were unable to supply prospective customers with lists of our slides. Before the new catalogue was printed, our entire stock of slides was very carefully checked and many corrections and additions were made in our listings. We now have not only an accurate catalogue of our stock but also a most valuable classification of religious masterpieces according to their Biblical references. We have received some very warm expressions of appreciation.

2. The release of the new series of Bailey lectures

This story is told in some detail in our report to the Executive Committee on February 23rd, found on page ____ of this volume. The following seven lectures are now ready for use:

- "The Artist Interprets Christ's Way"
- "What's Who In the Universe"
- "A Lenten Meditation With the Masters of Art"
- "On Nazareth Hill"
- "Tennyson's Hymns"
- "The Christmas Story"
- "Changing Conceptions of the Christmas Story"

Several of these lectures have already had extensive circulation. Three sets of the Lenten meditation, for example, were in constant use during the weeks before Easter and we have had to turn down orders because we cannot make up enough sets to meet these heavy seasonal demands.

3. The organization of the Religious Film Association

The interest in the use of religious films is more general than we had realized. 131 churches have already registered with us as customers

and we are handling many film rental orders. We have, however, not yet had enough experience on which to base an estimate of the probable commissions on rentals which we may expect this year. At present the services of the Association must of necessity be limited to those churches which have their own projection equipment or can rent or borrow it when needed. Churches interested in purchasing new equipment will not be able to do so until after the war. In the meantime we are trying to encourage our churches who use films to place their orders through our Bureau. If we can persuade all of them to patronize us, it will expedite and insure the Association's ability to render better service in the future through the establishment of regional R.F.A. film libraries, lower rentals and better commissions as a result of increased volume and prestige.

Miss Nieman is handling the rental orders and I am serving as "visual aids representative" of the association for our denomination in an effort to give as much educational guidance in the use of visual materials as we can. I am also a member of the International Council's Committee on Visual Aids and chairman of the Philadelphia Film Reviewing Committee. The latter is one of three or four committees working under the supervision of Mr. Rogers to prepare film reviews for the International Journal of Religious Education and the R.F.A. catalogue.

II.

Several opportunities for further development of our Bureau's services present themselves at this time and I should like to ask the Board to express its judgment concerning them.

1. Shall we reproduce our glass slides in Kodachrome and offer them for sale?

This suggestion has been made again and again, frequently with considerable urgency. The advantages are clear. Our slide library contains valuable resources which are not otherwise available. If reproduced in Kodachrome, they would then also be available to the large numbers of churches who have the 2"x2" projector but who do not have a stereopticon projector. Because of the lower sale price (50¢ as compared to \$1.25), church schools could acquire their own libraries instead of being dependent on rentals. We might also greatly multiply the circulation of our rental sets, if they were made available with either glass or Kodachrome slides. The following quotation from a recent letter from Dr. Paul H. Vieth of Yale suggests one possibility: "The list of stereopticon lectures by Albert E. Bailey which you sent me looks very interesting. It is the kind of material which we could readily rent..... Arthur Rinden at the Missions Council of the Congregational Church is getting a good program of visual education under way. I think he would be very much interested in distributing these lecture sets if they could be reproduced in Kodachrome."

We have not yet been able to determine the exact cost to us of making Kodachrome slides from our resources. There are technical problems involved which may add some to the cost. Nevertheless, the venture ought to be financially profitable, if the sale price established by commercial concerns is maintained.

One question that must be considered in this connection has to do with possible copyright involvements. It is most difficult to establish clearly what these involvements actually are and the possibility of running into trouble may be increased as we go into the business of selling Kodachromes.

2. Shall we have recordings made of Dr. Bailey's Lectures?

This was recently suggested by Mr. William L. Rogers, director of Visual Education for the International Council. At almost the same time the suggestion also came from Dr. Bailey himself. Both got their clue from an organization in Chicago, O. J. McClure Talking Pictures, which has recorded a lecture by a prominent art critic and rents a combination turn-table and projector together with the necessary slides. Apparently they are finding it profitable, since they are interested in adding new subjects to their selection. In our case the lectures might be read by Dr. Bailey himself or, if his voice does not record well, by a professional voice. Suitable background music might be added. Both Dr. Bailey and Mr. Rogers think that churches which do not have a stereopticon might be interested in such a service, since the added cost to them would not be much more than the cost of renting a projector. I am informed that the usual charge for making recordings is about \$25.00 per hour for the use of the studio, \$22.50 for making the master records and \$2.50 each for duplicates. For this purpose the slower type of record (33 1/3 r.p.m.) playing 15 minutes each, is usually used. Although the reproducing equipment can probably not be purchased now, it would be desirable to have the recordings made soon, if we are interested in the project at all, in view of Dr. Bailey's advanced age.

3. Shall we produce additional lesson materials (elective units) making extensive use of visual materials?

One very interesting possibility would be a course on the life of Jesus for twelve-year olds, paralleling our present course for young people and adults: Jesus and His Teachings: the Approach Through Art. Such a course has recently been suggested to Dr. Bailey from another source but he has implied that he would rather produce it through us. He writes, "If we could get a course on the physical life and backgrounds of Jesus properly set up, I think we would sweep the country. Most of the stuff gotten out for twelve-year olds is too goody-goody to leave any lasting impression on them; but a visual education course in the geography and life of Palestine, illustrated with maps and fine pictures of scenery, modes of living, the education of Jesus, his ways of working, and what they finally did to him, would make a lasting impression and would teach all the lessons a youngster is ready for." What would be needed would be a pupil's text and teacher's guide, together with sets of Kodachrome slides to be sold or glass slides to be rented with the course.

I don't know of anyone better prepared to write the text than Dr. Bailey, and we already have in our possession many of his Palestine

photographs and other pictures with which to make up the slide sets. A course like this would afford an opportunity to encourage a much wider use of this material than it is given now. It would provide excellent resources for camp use or as a pre-confirmation course in the local church.

Respectfully submitted,

Theodore C. Braun

Announcing

A NEW SERIES OF STEREOPTICON SLIDE LECTURES BY

ALBERT E. BAILEY

author of

The Gospel in Art, Art and Character, Jesus and His Teachings
Christ In Recent Art, The Use of Art in Religious Education
 and other books.

These popular illustrated lectures are now for the first time made available on a rental basis. The author is recognized everywhere as the foremost present-day interpreter of religious art. Some of his lectures have been given upwards of a hundred times in many parts of the country.

The service consists of the complete lecture in manuscript form together with all the necessary standard-size glass slides, most of them in full colors. One copy of the manuscript is sent for advance preparations. An additional copy is included with the slides for use during the program by the person operating the projector. The manuscript is not for sale.

Following are brief descriptions of seven of these lectures. Others are to be added from time to time. The rental rates do not include charges for transportation and insurance.

THE ARTIST INTERPRETS CHRIST'S WAY - 25 slides. Reading time, 47 minutes.
 Rental price, \$6.00

Christ's Way is the way of transformed character. He bids us suppress the two master-villains of human nature, Greed and the Will to Power, and crown Good Will as Lord. The pictures show the devastating effects of greed in our economic life; the scourge of war; the beneficent results of cooperative good will in our personal, industrial, social and political relationships. The pictures are all modern, some of them modernistic, and they are powerful.

WHAT'S WHO IN THE UNIVERSE - 47 slides. Reading time, 50 minutes.
 Rental price, \$7.00.

A most unusual and impressive way of presenting the nature of God and how we may find Him. Beautifully colored slides of stars, mountains, creative nature, and works of art that interpret personality. A moving and convincing presentation.

A LENTEN MEDITATION WITH THE MASTERS OF ART - 26 slides. Reading time, 45 minutes.
 Rental price, \$6.00

The incidents of Passion Week as a revelation of the character of Jesus. His decision to accept the cross; how He faced treachery; the temptation to run away; the failure of friendship; the victory of Gethsemane; the consequence of self-conquest; the crucifixion interpreted; facing the future. An impressive series of great masterpieces.

ON NAZARETH HILL - 62 slides. Reading time, 50 minutes.
Rental price, \$7.50

An imaginary conversation between the boy Jesus and His Father Joseph that takes place on the hilltop behind Nazareth. It is a review of the historic sites visible from that vantage-point and the lessons, both patriotic and spiritual, that may be drawn from the Old Testament stories connected with them. The slides consist of views of the country and illustrations of the stories by modern artists.

TENNYSON'S HYMNS - 45 slides. Reading time, 45 minutes.
Rental price, \$6.50

The backgrounds and the special situations that called forth the three hymns of Tennyson that are found in most hymnals, "Strong Son of God," "Immortal Love," "Ring Out, Wild Bells," and "Crossing the Bar." The interpretation of these rather difficult and very important glimpses into Tennyson's philosophy of life. The illustrations, among them some very lovely landscapes, were collected by Prof. Bailey during a recent visit to England.

THE CHRISTMAS STORY - 35 slides, Reading time, including songs, 60 minutes.
Rental price, \$6.00

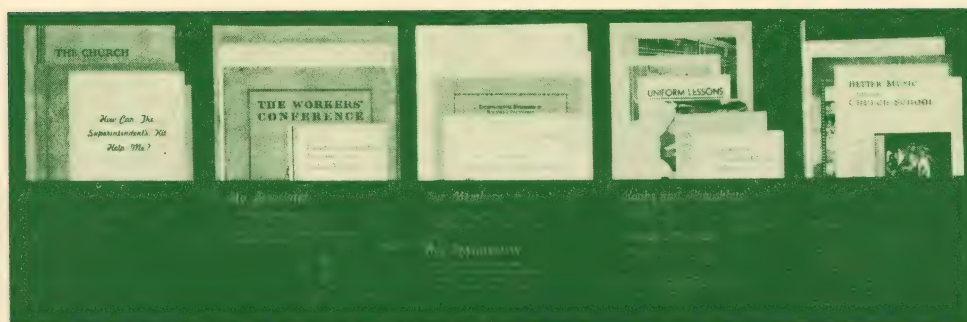
The backgrounds of Nazareth and Bethlehem in beautifully colored slides. The various episodes of annunciation, nativity, adoration of shepherds and magi, the flight to Egypt and the Nazareth home, ending with a series of Madonnas. All the favorite Christmas hymns are woven into the narrative. This includes all one needs for a complete Christmas program.

CHANGING CONCEPTIONS OF THE CHRISTMAS STORY - 28 slides. Reading time, 45 minutes.
Rental price, \$6.00

Contrasting interpretations by different artists of the various incidents in the Christmas story: annunciation, nativity, adoration of shepherds and magi. Included are some of the most significant and beautiful Christmas pictures.

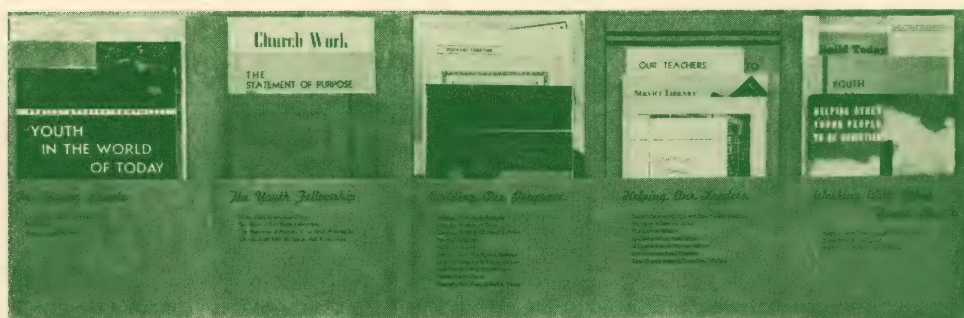
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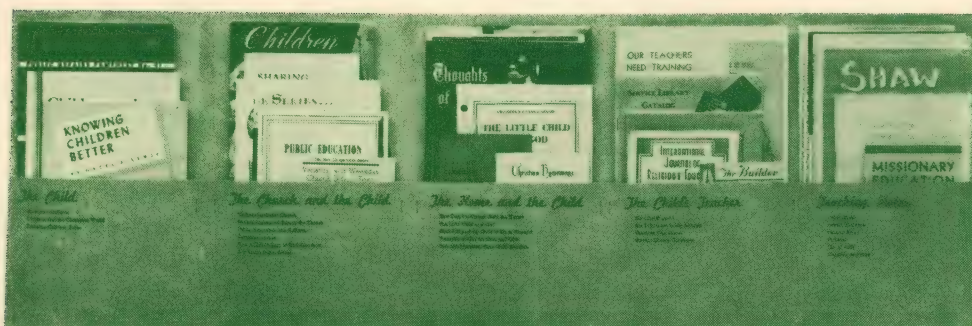
SUPERINTENDENT'S KITS

283 Kits Sold During 1942



YOUTH WORKER'S KIT

600 Kits Sold During 1942



CHILDREN'S WORKER'S KIT

93 Kits Sold During 1942

FINANCIAL STATEMENTS

GENERAL FINANCIAL STATEMENT

Board of Christian Education & Publication
Evangelical & Reformed Church

February 1, 1942 to January 31, 1943

Dept.	No.	Account	Recorded		Net		Budget Estimate
			Receipts	Disburs.	Receipts	Disburs.	
BUDGET		Contrib's-Chr.Emph.	1,254.50		1,254.50		
		E & R Apportionment	49,213.21		49,213.21		
		TOTAL	50,467.71		50,467.71		
MISCELLANEOUS		Int.on Bank Accts.	269.97		269.97		
		Int.on Annuities		300.00		300.00	
		Taxes withheld	412.64	367.23	45.41		
		R. Ebner - Pension		364.00		364.00	
		Offset	2,833.16	4,823.22		1,990.06	
		Miscellaneous	269.40	189.27	80.13		
		Travel		151.00		151.00	
		Loans, Pay-Periodical	12,503.42	9,257.43	3,245.99		
		1941-Honoraria		2,960.00		2,960.00	
		Investments sold	2,312.32	1,000.00	1,312.32		
		Special Messenger		146.90		146.90	
		Paul C.E.Hauser, beq.	2,560.99		2,560.99		
		Trust Fund receipts	559.00		559.00		
		TOTAL	21,720.90	19,559.05	2,161.85		
		Book Publications	7,150.69	6,719.68	431.01		
GENERAL	1005	Equipment		100.00		100.00	150.00
	1008	Printing	3,635.64	5,516.46		1,880.82	1,000.00
	1010	Supplies		529.67		529.67	450.00
	1018	Postage	43.58	1,247.36		1,203.78	750.00
	1020	Express		67.41		67.41	25.00
	1027	Telephone		173.98		173.98	200.00
	1028	Telegrams		42.76		42.76	25.00
	1030	Travel	285.14	1,956.29		1,671.15	1,100.00
	1032	Exhibits		46.00		46.00	150.00
	1045	Art Work & Engr.	27.30	165.67		138.37	250.00
	1050	R.E. Support		1,743.48		1,743.48	1,850.00
	1054	Interest	145.05	133.24	11.81		215.00
	1055	Audit		200.00		200.00	220.00
	1056	Insurance		278.64		278.64	300.00
	1057	Office rentals		444.80		444.80	388.08
	1059	Rental-Residence		900.00		900.00	900.00
	1060	Salary-Ex.Secretary		700.54		700.54	325.00
	1061	Salary-Sec.to Ex."		531.59		531.59	455.00

Dept.	No.	Account	Recorded		Net		Budget
			Receipts	Disburs.	Receipts	Disburs.	Estimate
	1062	Salary-Asst.Treas.		1,025.00		1,025.00	1,014.00
	1064	Salary-Pt.time clerk		295.97		295.97	325.00
	1081	Shipping Salaries		404.06		404.06	360.00
	1063	Salary-Extra Help	32.22	281.31		249.09	50.00
	1070	Pension		122.82		122.82	- - -
	1075	Miscellaneous	7.50	119.16		111.66	50.00
	1081	Shipping-Rent		210.12		210.12	210.00
		TOTAL	4,176.43	17,236.33		13,059.90	10,762.08
LIBRARY	1105	Equipment		3.00		3.00	50.00
	1108	Printing		58.24		58.24	200.00
	1110	Supplies	.25	72.02		71.77	100.00
	1113	Added Volumes	7.85	221.78		213.93	225.00
	1116	Fines	25.55		25.55		(20.00)
	1118	Postage	1.72	106.11		104.39	100.00
	1120	Express		3.38		3.38	5.00
	1124	Picture Service	509.65	609.38		99.73	- - -
	1126	Film Service	361.44	638.66		277.22	500.00
	1127	Telephone		73.20		73.20	73.00
	1138	Bailey Slides	1,034.25	782.80	251.45		(500.00)
	1157	Office Rental		772.44		772.44	772.50
	1160	Salary-Librarian		1,540.76		1,540.76	1,500.00
	1161	Salary-Asst. "		699.89		699.89	780.00
	1175	Miscellaneous		32.37		32.37	10.00
		TOTAL	1,940.71	5,614.03		3,673.32	3,795.50
LEADERSHIP TRAINING GENERAL	1205	Equipment					30.00
	1208	Printing	39.98	287.16		247.18	25.00
	1210	Supplies		116.26		116.26	200.00
	1218	Postage		88.39		88.39	150.00
	1220	Express		.66		.66	5.00
	1227	Telephone		76.20		76.20	75.00
	1228	Telegrams		4.84		4.84	5.00
	1230	Travel	37.30	366.66		329.36	300.00
	1248	Fees	12.70	6.25	6.45		(10.00)
	1250	R.E.Support	13.00		13.00		(10.00)
	1257	Office Rental		346.00		346.00	348.50
	1259	Residence Rental		600.00		600.00	600.00
	1260	Salary-Director		3,000.00		3,000.00	3,000.00
	1261	Salary-Sec.to Dir.		1,517.76		1,517.76	1,500.00
	1262	Salary-Clerk		666.25		666.25	650.00
	1263	Salary-Extra help					- - -
	1270	Pension		75.00		75.00	75.00
	1275	Miscellaneous		28.91		28.91	25.00
		TOTAL	102.98	7,180.34		7,077.36	6,968.50
LEADERSHIP TRAINING SUMMER SCHOOLS	1308	Printing		114.85		654.37	350.00
	1310	Supplies	1,157.85	1,544.76		386.91	600.00
	1318	Postage	1.10	242.05		240.95	275.00
	1320	Express		56.61		56.61	50.00
	1323	Entertainment	25,019.74	20,557.29	4,462.45		(1,500.00)
	1325	Honoraria	177.50	2,090.62		1,913.12	2,500.00
	1327	Telephone	3.06	27.30		24.24	20.00
	1328	Telegraph		26.66		26.66	15.00
	1330	Travel	204.33	1,632.37		1,428.04	1,750.00
	1335	Sales-Store	118.89	74.15	44.74		(30.00)
	1345	Art Work & Engr.		42.64		42.64	20.00
	1350	R.E.Support	701.31	567.50	133.81		(200.00)

Dept.	No.	Account	Recorded		Net		Budget Estimate
			Receipts	Disburs.	Receipts	Disburs.	
	1355	Scholarships	48.10		48.10		- - -
	1363	Extra Help		50.95		50.95	- - -
		TOTAL	27,546.73	27,682.12		135.39	3,850.00
CHILDREN'S WORK	1405	Equipment		105.06		105.06	30.00
	1408	Printing	19.45	622.71		603.26	75.00
	1410	Supplies	3.67	134.29		130.62	225.00
	1418	Postage		496.98		496.98	400.00
	1420	Express		3.07		3.07	5.00
	1427	Telephone		76.43		76.43	90.00
	1428	Telegraph		3.66		3.66	5.00
	1430	Travel	119.90	611.90		492.00	500.00
	1445	Art Work & Engr.		3.00		3.00	85.00
	1450	R. E. Support	45.30		45.30		(35.00)
	1457	Office Rental		391.22		391.22	397.00
	1460	Salary - Director		2,200.61		2,200.61	2,200.00
	1461	Salary-Sec. to Dir.		1,425.48		1,425.48	1,500.00
	1464	Extra Help		204.41		204.41	50.00
	1475	Miscellaneous		51.31		51.31	25.00
	1462	Salary - Clerk					162.50
		TOTAL	188.32	6,330.13		6,141.81	5,714.50
YOUTH WORK - GENERAL	1605	Equipment		165.00		165.00	157.20
	1608	Printing	146.50	1,132.61		986.11	25.00
	1610	Supplies	21.17	224.08		202.91	200.00
	1618	Postage		501.05		501.05	400.00
	1620	Express		3.54		3.54	5.00
	1627	Telephone		96.96		96.96	90.00
	1628	Telegrams		9.18		9.18	15.00
	1630	Travel	34.00	546.74		512.74	350.00
	1631	Youth Cab. Travel		278.17		278.17	225.00
	1645	Art Work & Engr.		70.39		70.39	100.00
	1650	R. E. Support	74.28	1.00	73.28		(25.00)
	1651	National Dues	14.00		14.00		(50.00)
	1657	Office Rental		369.02		369.02	347.00
	1659	Residence Rental		600.00		600.00	600.00
	1660	Salary - Director		2,999.88		2,999.88	3,000.00
	1661	Salary-Sec. to Dir.		1,539.35		1,539.35	1,500.00
	1662	Salary - Clerk		197.46		197.46	162.50
	1664	Salary - Extra Help		267.43		267.43	200.00
	1670	Pension		55.96		55.96	94.00
	1675	Miscellaneous		78.37		78.37	25.00
	1663	Salary - Clerk					400.00
		TOTAL	289.95	9,136.19		8,846.24	7,820.70
STUDENT WORK	1708	Printing		140.41		140.41	- - -
	1718	Postage		6.82		6.82	8.00
	1750	R. E. Support	166.29	368.29		202.00	
	1760	Salaries	593.50	3,125.00		2,531.50	2,345.00
	1770	Pension		32.52		32.52	33.00
	1850	Extension	210.00	282.50		72.50	
		TOTAL	969.79	3,955.54		2,985.75	2,386.00
CAMPS	1908	Printing	274.52	279.02		4.50	25.00
	1910	Supplies	857.78	1,359.94		502.16	250.00
	1918	Postage	.60	136.19		135.59	75.00
	1920	Express		33.07		33.07	25.00
	1923	Entertainment	12,259.28	9,356.07	2,903.21		(2,900.00)
	1925	Honoraria		1,086.88		1,086.88	1,200.00

Dept.	No.	Account	Recorded		Net		Budget
			Receipts	Disburs.	Receipts	Disburs.	Estimate
CAMPS	1927	Telephone	9.19	41.05		31.86	25.00
	1928	Telegrams		7.19		7.19	10.00
	1930	Travel	3.51	720.31		716.80	1,000.00
	1934	Sales	356.69	222.45	134.24		(100.00)
	1945	Art Work & Engr.		34.39		34.39	5.00
	1950	R. E. Support	335.64	225.07	110.57		
	1955	Scholarships	15.50		15.50		
	1960	Extra Help					25.00
		Total	14,112.71	13,501.63	611.08		(360.00)
ADULT WORK	2008	Printing	2.60	7.23		4.63	10.00
	2018	Postage		2.86		2.86	10.00
	2045	Art Work & Engr.					
		Total	2.60	10.09		7.49	20.00
FIELD WORK	2105	Equipment					
	2108	Printing	2.03	6.62		4.59	25.00
	2110	Supplies		11.78		11.78	40.00
	2118	Postage		27.23		27.23	25.00
	2127	Telephone		55.26		55.26	40.00
	2128	Telegrams		1.94		1.94	
	2130	Travel	5.51	79.45		73.94	125.00
	2145	Artwork & Engr.					
	2157	Office rental		113.08		113.08	127.84
	2159	Residence rental		200.00		200.00	200.00
	2160	Salary-Director		1,861.84		1,861.84	1,861.84
	2161	Salary-Sec. to Dir.		490.29		490.29	
	2162	Salary-Clerk					
	2163	Salary-Field Worker					
	2164	Extra Help					
	2170	Pension					22.00
	2175	Miscellaneous		29.61		29.61	
		Total	7.54	2,877.10		2,869.56	2,466.68
W.D.R.E.	2208	Printing	24.55	89.45		64.90	25.00
	2210	Supplies		6.52		6.52	5.00
	2218	Postage		30.34		30.34	30.00
		Total	24.55	126.31		101.76	60.00
	2300	Missionary Education		1,800.00		1,800.00	1,800.00
LITERATURE CONSULTANT	2505	Equipment		84.15		84.15	78.40
	2508	Printing		25.87		25.87	25.00
	2510	Supplies		14.73		14.73	40.00
	2518	Postage		24.91		24.91	25.00
	2527	Tel. & Tel.		25.50		25.50	40.00
	2530	Travel		74.38		74.38	175.00
	2557	Office Rent		228.46		228.46	167.16
	2560	Salary					
	2575	Miscellaneous		4.15		4.15	
		Total		482.15		482.15	550.56
		TOTALS	128,701.61	122,210.69	6,490.92		45,834.52

Total Working Budget 12 months \$ 45,834.52

Actual Apportionment receipts 12 mos. \$ 50,467.71

Overage used to help meet increased \$ 4,633.19
expenses

BOARD OF CHRISTIAN EDUCATION AND PUBLICATION

SUMMARY OF CASH RECEIPTS AND DISBURSEMENTSOF ALL DEPARTMENTSFor the Year Ending January 31, 1943

<u>Departments</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Net Disbursement: Or (Receipts)</u>
Budget - Apportionment	\$50,467.71	0	(\$50,467.71)
General Office	4,176.43	20,196.33	16,019.90
Miscellaneous	21,720.90	16,599.05	(5,121.85)
Publications	7,150.69	6,719.68	(431.01)
Library	906.46	4,831.23	3,924.77
Leadership Training Division	102.98	7,180.34	7,077.36
Leadership Training Summer Schools	27,546.73	27,682.12	135.39
Children's Work	188.32	6,330.13	6,141.81
Young People's Work	289.95	9,136.19	8,846.24
Student Work	969.79	3,955.54	2,985.75
Camps	14,112.71	13,501.63	(611.08)
Adult Division	2.60	10.09	7.49
Field Work	7.54	2,877.10	2,869.56
Week Day Religious Education	24.55	126.31	101.76
Missionary Education	0	1,800.00	1,800.00
Department of Literature	0	482.15	482.15
National Conference	0	0	0
Bailey Slides	1,034.25	782.80	(251.45)
Totals	<u>\$128,701.61</u>	<u>\$122,210.69</u>	<u>\$6,490.92</u>

SUMMARY OF CASH

Cash balance at January 31, 1942:		
In banks	\$ 6,573.42	
Petty cash on hand	<u>17.76</u>	\$ 6,591.19
Receipts for the year		<u>128,701.61</u>
Total		135,292.79
Disbursements for the year		<u>122,210.69</u>
		<u>13,082.10</u>

Cash balance at January 31, 1943:		
Philadelphia National Bank - special account	12.86	
Philadelphia National Bank - general "	1,311.33	
Philadelphia National Bank - book publication account	3,963.14	
First National Bank of Bally, Pa.	11.07	
Petty Cash on hand	251.17	
Philadelphia Saving Fund Book #187119E	122.97	
Book #E187118	4,084.31	
Book #E187120	<u>3,325.25</u>	\$ 13,082.10

BOARD OF CHRISTIAN EDUCATION AND PUBLICATION

BALANCE SHEETAt January 31, 1943A s s e t s

<u>Cash on Hand</u>		
Philadelphia National Bank - Special Account	\$ 12.86	
Philadelphia National Bank - General Account	1,311.33	
Philadelphia National Bank - Book Publication Account	3,963.14	
First National Bank of Bally, Pa.	11.07	
Petty Cash	251.17	
Philadelphia Saving Fund Society - General Account	4,504.01	\$10,053.58
Philadelphia Saving Fund Society - Trust Accounts		3,028.52
<u>Accounts Receivable</u>		
Accounts receivable - miscellaneous	663.36	
Accounts receivable - publications	900.28	
Due from Real Estate Department	20,143.47	21,707.11
<u>Notes Receivable</u>		
Board of Home Missions		1,088.45
<u>Inventories</u>		
Furniture, fixtures and equipment	3,430.40	
Library - books	2,069.16	
Pictures	780.32	
Stationery and office supplies	916.92	
Exhibit materials	15.00	
Resale printed materials	2,784.75	
Postage	21.49	
Bailey stereopticon slides and equipment	4,745.05	
Publications	10,794.38	25,557.48
<u>Investments</u>		
Ursinus College Ten Year 4% Note		1,000.00
<u>Miscellaneous</u>		
Miscellaneous - Advance traveling expenses	363.50	
R. Ebner - pensions	945.00	
Offset Printing	1,990.06	
Special Messenger Issue	146.90	3,445.46
Total assets		\$65,880.60

(Liabilities on next page)

BOARD OF CHRISTIAN EDUCATION AND PUBLICATION

BALANCE SHEET (continued)At January 31, 1943Liabilities

<u>Accounts Payable</u>		
Accounts payable - miscellaneous	\$ 505.42	
Accounts payable - publications	2,750.00	
Due for insurance	36.97	
Due for Philadelphia income and victory taxes	76.97	
Due to Periodical Department	3,245.99	
Due for scholarships	<u>184.36</u>	\$ 6,799.71
 <u>Notes and Loans Payable</u>		
Extension Fund Board	718.05	
F. A. Keck - General Treasurer (Dunkirk property)	<u>5,000.00</u>	5,718.05
 <u>Annuity Bonds</u>		
Annuity Bonds - per schedule		9,500.00
 <u>Trust and Other Funds</u>		
General Reserve Fund	1,528.01	
Estate of George A. Garrett Trust Fund	1,500.51	
Miller Memorial Fund	<u>89.07</u>	3,117.59
 <u>Capital Account</u>		
Balance at January 31, 1943		<u>40,745.25</u>
Total liabilities and capital		<u>\$ 65,880.60</u>

CONTRIBUTIONS FOR STUDENT CHAPEL

COLUMBIA, MISSOURI

February 1, 1942 to January 31, 1943

West Missouri District	\$ 25.00	
Kansas City Synod	35.00	
Missouri Valley Synod	100.00	
Mr. Keck, Treasurer	<u>50.00</u>	\$ 210.00

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CONTRIBUTIONS FOR STUDENT PASTOR'S SALARY

Columbia, Missouri

February 1, 1942 to January 31, 1943

Student Congregation	150.00
West Missouri District	119.50
Missouri Valley Synod	301.50
Kansas City	<u>22.50</u>
	593.50

LEADERSHIP TRAINING - SUMMER SCHOOLS
Schedule of Cash Receipts and Disbursements
For the Year Ending January 31, 1943
(Transcript from Auditor's Report)

	Lake Erie L.T.S.			Dunkirk Family.			Lone Star L.T.S.			Sunflower L.T.S.			North Star L.T.S.		
	Receipts	Disburs.		Receipts	Disburs.		Receipts	Disburs.		Receipts	Disburs.		Receipts	Disburs.	
Entertainment	\$2,407.95	1,984.08		4,306.38	3,624.65		1,087.73	985.58		1,036.80	907.00		907.00	733.52	
Equip.& Repairs	1.81	91.57		5.63	74.08		.77	27.10		1.29	37.84		.52	31.72	
Printing	35.58	84.55		85.95	257.61		39.98	53.81		40.57	43.70		52.38	84.58	
Supplies		15.07			45.87			6.90			12.65			5.22	
Postage		17.02			11.05			1.58			.14			.05	
Express and freight					10.12									1.60	
Telephone		.32			1.68			3.94			2.41			1.61	
Telegraph	34.80	368.32		24.80	73.00		36.35	83.57		20.12	35.00		2.25	45.95	
Travel		2.98			9.38			1.28			2.13			.85	
Art Work-Engrav.		109.41		66.62	13.00		27.35	27.35		31.00	31.00		15.88	15.88	
Religious Ed.Support	116.91	375.00		15.00	180.00		15.00	175.00			20.00		12.50	100.00	
Salary-Honoraria	27.50														
Scholarships															
Purch.Store Sales															
Extra help					9.00										
Totals	\$2,624.55	3,048.32		4,504.43	4,309.44		1,207.18	1,366.11		1,129.78	1,091.87		990.53	1,020.98	
Profit or (loss)	(423.77				194.99		(158.93)				37.91		(30.45)		
Totals	\$3,048.32				4,504.43		1,366.11				1,129.78		1020.98		

LEADERSHIP TRAINING - SUMMER SCHOOLS
Schedule of Cash Receipts and Disbursements
For the Year Ending January 31, 1943
(Transcript From Auditor's Report)

	Camp Mack		John's River Valley		Mensch Mill Y.P.		Mensch Mill Family		Shady Side	
	Receipts	Disburs.	Receipts	Disburs.	Receipts	Disburs.	Receipts	Disburs.	Receipts	Disb.
Entertainment	1.29				899.28		1,030.14	701.17	1,935.70	1755.46
Equip.-Repairs	7.22	70.34			16.84		40.61	13.46	1.29	50.84
Printing		18.43	.26	20.37	50.76		66.74	127.02	93.37	118.23
Supplies		14.14	1.44	3.09	83.41			11.20		12.70
Postage				2.37						1.14
Express & freight		.14		.03	10.05		1.36	8.05		
Telephone				.05	8.43			6.75		1.47
Telegraph		.22			.22			.18		135.35
Travel		39.99			93.81			74.55		2.13
Art Work, Engrav.		2.13		.45	2.13			1.70		25.33
Rel.Ed. Support					42.05		43.28	37.28	25.33	75.00
Salary-Honoraria		20.00			169.23			126.39	12.50	
Scholarships							23.10		15.00	
Purch.Store Sales.					66.05		52.84	32.96		
Extra Help					41.19			5.67		
Totals	8.51	165.39	1.70	26.36	1,499.29		1,258.07	1,146.38	2,083.19	2177.65
Profit or (loss)	(156.88)		(24.66)		51.42			111.69	(94.46)	
Totals	165.39		26.36		1,499.29			1,258.07	2,177.65	

SUMMER SCHOOLS & CONFERENCES
Detailed Schedule of Receipts and Disbursements for Year Ending January 31, 1943
(Transcript from Auditor's Report)

	Potomac Synod		Tiffin		Missouri Valley		E & R Conference		Green Lake	
	Receipts	Disburs.	Receipts	Disburs.	Receipts	Disburs.	Receipts	Disburs.	Receipts	Disburs.
Entertainment	1811.00	1380.36	3213.00	2767.97	2595.10	2258.64	1755.50	1062.06	1687.78	1297.02
Equipment										
Printing	1.29	50.84	2.06	68.94	3.10	82.40	2.06	68.94	2.06	63.94
Supplies	87.59	60.13	264.56	249.78	168.28	137.62	70.57	95.13	60.21	67.51
Postage		12.18	1.10	18.95		24.87		21.66		24.28
Express & Freight		.14		5.95		.33		.72		.22
Telephone								.40		
Telegraph		1.03		7.11		3.11		1.46		1.85
Travel	4.80	129.90	40.14	145.22	29.83	167.10	11.24	158.51		82.10
Art Work-Engrav.		2.13		3.41		5.12		3.41		3.41
R. E. Support	24.03		74.04	74.04	91.70	88.70	11.30	11.30	122.16	92.16
Salary-Honoraria	12.50	220.00	30.00	195.00	20.00	160.00	22.50	180.00	10.00	95.00
Scholarships					10.00					
Purch.Store Sales										
Extra Help				29.20						
Totals	1941.21	2057.21	3624.90	3565.57	2918.01	2927.89	1873.17	1603.59	1882.21	1727.49
Profit or (loss)	(116.00)			59.33	(9.88)			269.58		154.72
Totals	2057.21		3624.90	2927.89			1,873.17		1882.21	

SUMMARY (of previous page)

	RECEIPTS	DISBURS.	PROFIT	LOSS
Lake Erie	<u>2,624.55</u>	<u>3,048.32</u>		<u>423.77</u>
Dunkirk-Family	4,504.43	4,309.44	194.99	
Lone Star	1,207.18	1,366.11		158.93
Sunflower	<u>1,129.78</u>	<u>1,091.87</u>	37.91	
North Star	990.53	1,020.98		30.45
Camp Mack	8.51	165.39		156.88
John's River Valley	1.70	26.36		24.66
Mensch Mill-Young People	1,499.29	1,447.87	51.42	
Mensch Mill-Family	1,258.07	1,146.38	111.69	
Shady Side	2,083.19	2,177.65		94.46
Potomac Synod	1,941.21	2,057.21		116.00
Tiffin	3,624.90	3,565.57	59.33	
Missouri Valley	2,918.01	2,927.89		9.88
Hanover Conference	1,873.17	1,603.59	269.58	
Green Lake	<u>1,882.21</u>	<u>1,727.49</u>	154.72	
Totals	27,546.73	27,682.12	879.64	1,015.03
Not Loss	135.39		135.39	
Totals	<u>27,682.12</u>	<u>27,682.12</u>	<u>1,015.03</u>	<u>1,015.03</u>

PROPOSED WORKING BUDGETfor 1943

Covering the Educational Work of the
Board of Christian Education & Publication

<u>Department and Accounts</u>	<u>Gross Budget Requirements</u>	<u>Estimated Receipts</u>	<u>Net Budget Asking</u>
<u>General</u>			
Equipment	50.00		50.00
Printing	2,500.00	1,500.00	1,000.00
Supplies	750.00		750.00
Postage	1,000.00		1,000.00
Express	25.00		25.00
Telephone	200.00		200.00
Telegraph	50.00		50.00
Travel	1,500.00	400.00	1,100.00
Exhibits	100.00		100.00
Art Work & Engraving	250.00		250.00
R. E. Support	1,900.00	50.00	1,850.00
Interest	330.00	115.00	215.00
Audit	200.00		200.00
Insurance	300.00		300.00
Office Rental	772.20		772.20
Office Rental - Shipping Dept.	231.00		231.00
House Rent	900.00		900.00
Salary-Executive Secretary	325.00		325.00
Salary-Sec. to Executive Secretary	416.00		416.00
Salary-Assistant Treasurer	1,118.00		1,118.00
Salary - Clerk	715.00		715.00
Salary - Shipping Dept.	625.00		625.00
Extra Clerk	700.00		700.00
Retirement	50.00		50.00
Miscellaneous	100.00		100.00
	<u>15,107.20</u>	<u>2,065.00</u>	<u>13,042.20</u>
<u>Service Library & Visual Aids</u>			
Equipment	50.00		50.00
Printing	200.00		200.00
Supplies	100.00		100.00
Added Volumes	225.00		225.00
Fines		25.00	(25.00)
Postage	100.00		100.00
Express	5.00		5.00
Picture Service	-		-
Film Service	300.00		300.00
Telephone	73.00		73.00
Slide Service		300.00	(300.00)
Office Rent	849.20		849.20
Salary-Librarian	1,664.00		1,664.00
Salary-Assistant Librarian	1,300.00		1,300.00
Miscellaneous	25.00		25.00
Religious Film Association		225.00	(225.00)
	<u>4,891.20</u>	<u>550.00</u>	<u>4,341.20</u>

<u>Department and Accounts</u>	<u>Gross Budget Requirements</u>	<u>Estimated Receipts</u>	<u>Net Budget Asking</u>
<u>Leadership Training</u>			
(General)			
Equipment	75.00		75.00
Printing	50.00		50.00
Supplies	150.00		150.00
Postage	100.00		100.00
Express	5.00		5.00
Telephone	75.00		75.00
Telegraph	5.00		5.00
Travel	300.00		300.00
Fees		10.00	(10.00)
R.E.Support		10.00	(10.00)
Office Rental	377.30		377.30
House Rent	600.00		600.00
Salary - Director	3,000.00		3,000.00
Salary - Sec. to Director	1,664.00		1,664.00
Salary - Clerk	715.00		715.00
Miscellaneous	25.00		25.00
Retirement	150.00		150.00
	<u>7,291.30</u>	<u>20.00</u>	<u>7,271.30</u>
<u>(Summer Schools & Conferences)</u>			
<u>Equipment and Supplies</u>	1,500.00	1,000.00	500.00
Printing	750.00	150.00	600.00
Postage	250.00		250.00
Express	50.00		50.00
Entertainment	22,000.00	25,000.00	(3,000.00)
Honoraria	2,500.00		2,500.00
Telephone	25.00		25.00
Telegraph	25.00		25.00
Travel	1,700.00		1,700.00
Sales - Camp Store		40.00	(40.00)
Art Work & Engraving	40.00		40.00
R. E. Support		175.00	(175.00)
	<u>28,840.00</u>	<u>26,365.00</u>	<u>2,475.00</u>
<u>Children's Work</u>			
Equipment	100.00		100.00
Printing	700.00		700.00
Supplies	150.00		150.00
Postage	500.00		500.00
Express	5.00		5.00
Telephone	75.00		75.00
Telegraph	5.00		5.00
Travel	600.00	100.00	500.00
Art Work & Engraving	25.00		25.00
R. E. Support		40.00	(40.00)
Office Rental	418.00		418.00
Salary -Director	2,200.00		2,200.00
Salary - Sec. to Director	1,664.00		1,664.00
Extra Help	40.00		40.00
Miscellaneous	50.00		50.00
	<u>6,532.00</u>	<u>140.00</u>	<u>6,392.00</u>

<u>Department and Accounts</u>	<u>Gross Budget Requirements</u>	<u>Estimated Receipts</u>	<u>Net Budget Asking</u>
<u>Youth Work</u>			
<u>(General)</u>			
Equipment	50.00		50.00
Printing	500.00		500.00
Supplies	150.00		150.00
Postage	450.00		450.00
Express	5.00		5.00
Telephone	75.00		75.00
Telegraph	10.00		10.00
Travel	500.00	50.00	450.00
Travel - Youth Cabinet	275.00		275.00
Art Work & Engraving	75.00		75.00
R. E. Support		25.00	(25.00)
Office Rental	469.70		469.70
House Rent	600.00		600.00
Salary-Director	3,000.00		3,000.00
Salary-Sec. to Director	1,664.00		1,664.00
Salary-Clerk (National Dues)	650.00	650.00	
Extra Help			
Pension	150.00		150.00
Miscellaneous	50.00		50.00
	<hr/>	<hr/>	<hr/>
	8,673.70	725.00	7,948.70
 (Student Work)			
Printing	50.00		50.00
Postage	8.00		8.00
Salaries	33.50	12.00	21.50
Pension	32.52		32.52
	<hr/>	<hr/>	<hr/>
	124.02	12.00	112.02
 (Camps-Intermediate & Senior)			
Equipment & Supplies	875.00	575.00	300.00
Printing	250.00	225.00	25.00
Postage	100.00		100.00
Express	25.00		25.00
Entertainment	9,000.00	12,000.00	(3,000.00)
Honoraria	1,200.00		1,200.00
Telephone	25.00		25.00
Telegraph	10.00		10.00
Travel	800.00		800.00
Salos	165.00	265.00	(100.00)
Art Work & Engraving	30.00		30.00
Extra Help	25.00		25.00
	<hr/>	<hr/>	<hr/>
	12,505.00	13,065.00	(560.00)

<u>Department and Accounts</u>	<u>Gross Budget Requirements</u>	<u>Estimated Receipts</u>	<u>Net Budget Asking</u>
<u>Adult Work</u>			
Printing	10.00		10.00
Postage	10.00		10.00
	20.00	-	20.00
<u>Weekday and Vacation Schools</u>			
Printing	25.00		25.00
Supplies	5.00		5.00
Postage	30.00		30.00
	60.00	-	60.00
<u>Missionary Education</u>			
Share in Work of Cooperative Council	1,800.00	-	1,800.00
	1,800.00	-	1,800.00
T O T A L S	85,844.42	42,942.00	42,902.42

* * * * *

Guaranteed Apportionment Receipts	43,392.00
Working Budget	42,902.42
Emergency Salary Adjustments	489.58

DEPARTMENT

of

REAL ESTATE

THE SCHAFF BUILDING



REPORT OF THE EXECUTIVE SECRETARY

on the

REAL ESTATE DEPARTMENT

for the year 1942

To the Members of the Board of
Christian Education and Publication -

A study of the finances of the Real Estate Department reveal that operating costs have increased during the year, and that income from rentals has decreased.

Three important removals have had a marked effect on the income. These are Penn Title Insurance Company, Downes & Company, and the subscription office of the MESSENGER. It was also found necessary to reduce slightly the rental rate for part of the space occupied by the Heidelberg Press. It is possible that the large suite on the thirteenth floor could have been rented if it had been broken up into smaller units, but it seemed best not to do so because of the considerable expense entailed in such re-building.

Increased costs of supplies and increased wage rates have likewise been an important factor. Changes in staff personnel were necessary from time to time.

The superintendent, Mr. W. Leslie Shank, was very efficient in the handling of labor problems and showed good foresight in the purchase of coal and other supplies. All of our tenants were well satisfied with the service.

It has not been possible to increase rents in proportion to increased operating costs, because very few leases have expired.

In comparison with other real estate of a similar type in the city, we have been informed that we are well off, indeed.

All current obligations have been paid. The balance due on the installation of an elevator has also been paid. Nothing has been paid on the face of the mortgage, but 4% interest was paid in full. The real estate department borrowed no funds during the year.

"Book" figures, which include in the expenses \$16,580.03 depreciation, inter-departmental interest of \$4,199.51, which could be written off, shows a final loss for the year 1942 of \$21,370.25 as over against a loss of \$21,030.08 for the year 1941.

The "Cash" statement shows that receipts for the year decreased \$3,100.56; expenses increased \$6,688.46. All operating expenses, including interest, annuities and repairs were paid out of current receipts. Petty cash in bank as of January 31, 1943, shows a balance of \$1,709.68.

A statement by the superintendent of the building, and the report of the auditor are appended.

Respectfully submitted,

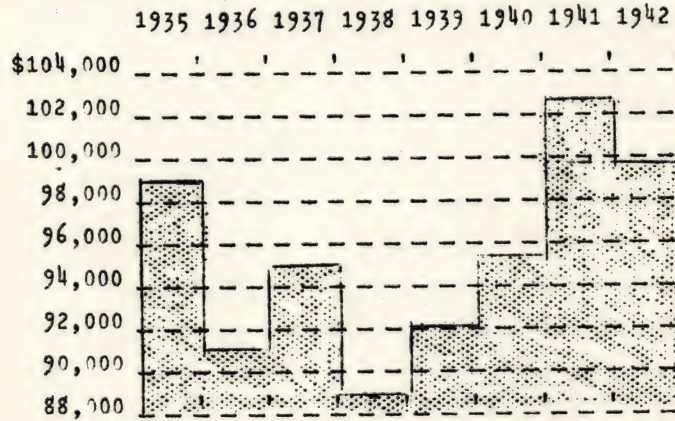
PAUL V. TAYLOR

Executive Secretary

GRAPH ANALYSIS OF THE CASH STATEMENT

OPERATING RECEIPTS

CHART 1

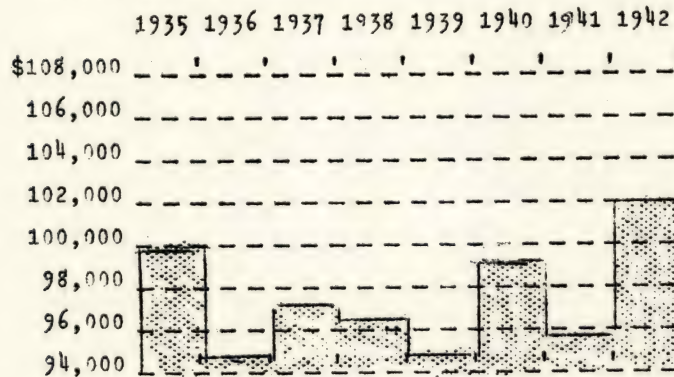


THIS CHART SHOWS CASH OPERATING RECEIPTS FOR THE EIGHT YEAR PERIOD, 1935 THROUGH 1942. THE COMPARATIVE RECEIPTS FOR THE PAST TWO YEARS ARE AS FOLLOWS:

1941	-----	\$102,484.20
1942	-----	<u>99,383.64</u>
DECREASE	-----	3,100.56

OPERATING EXPENSES

CHART 11

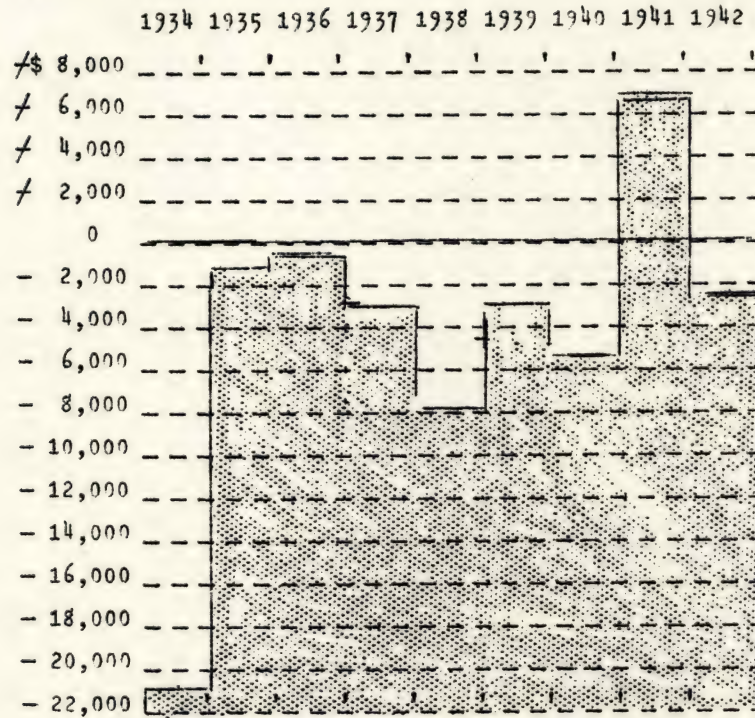


THIS CHART SHOWS CASH OPERATING EXPENSES FOR THE EIGHT YEAR PERIOD, 1935 THROUGH 1942. THE COMPARATIVE EXPENSES FOR THE PAST TWO YEARS ARE AS FOLLOWS:

1942	-----	\$102,032.20
1941	-----	<u>95,343.74</u>
INCREASE	-----	6,688.46

PROFIT OR LOSS

CHART 111



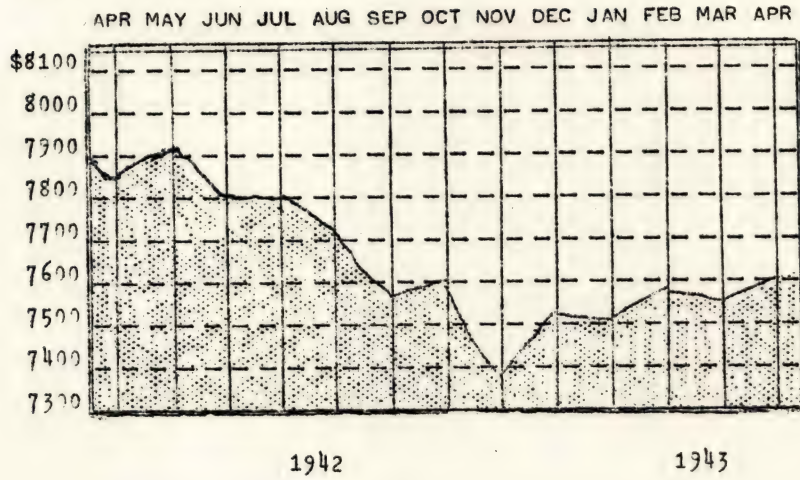
THIS CHART SHOWS THE ACTUAL CASH OPERATING PROFIT OR LOSS.

THE COMPARATIVE FIGURES FOR THE PAST TWO YEARS ARE AS FOLLOWS:

1941 (PROFIT)	-----	\$7,140.66
1942 (LOSS)	-----	2,648.56
DECREASE IN PROFIT	-----	9,789.22

RENTAL CHARGES

CHART 1V



REPORT OF THE BUILDING SUPERINTENDENT

April 6, 1943

To the Members of the
Board of Christian Education and Publication -

The following is a report on the condition of the Schaff Building and equipment.

ROOF

Both old and new building roofs need coating on bare spots on paper covering. We have the material in stock and will do this with our own men.

EXTERIOR OF BUILDING

During 1941, we caulked with oakum, and sealed with caulking compound, air leaks around windows on west side of new building from the seventh to the thirteenth floor, inclusive. During 1942, we caulked with oakum, and sealed with caulking compound all the remaining windows in both old and new building.

Exterior wood needs painting, and we will do this with our own men as far as we are able.

COLD WATER SYSTEM

We are having a number of leaks in 3" cold water riser from basement to tank in penthouse. We have made temporary repair and trust these will hold over during the war.

HOT WATER SYSTEM

Except for some needed minor repairs, it is in good condition.

HEATING SYSTEM

In good condition.

ELEVATORS

The motor gave out on No. 3 elevator and we changed over No. 3 elevator to car switch variable voltage control. The contract was let in February 1941, but was not completed until January 1942. We have the

motor taken from No. 1 elevator on hand and it can be used in case either motor on No. 2 or No. 4 elevator should give out. We hope to be able to keep going with present equipment, but can only promise to do our best.

SUMP WELL PUMP

The sump well pump refused to work. We removed the pump and were able to correct the trouble with our own men.

BOILER AND BOILER ROOM EQUIPMENT

Boilers are in good condition. We had two sections of the hot water heater crack during the year, but being insured they were replaced by the Maryland Casualty Insurance Company, without cost to us.

All other equipment is in good condition.

Respectfully submitted,

W. LESLIE SHANK

Building Superintendent

FINANCIAL STATEMENTS

SCHAFF BUILDING
CLASSIFICATION OF ACTIVE ANNUITY BONDS

GROUP 1 AT DEATH OF ANNUITANT, THESE MONIES BECOME BUILDING CAPITAL	GROUP 2 AT DEATH OF ANNUITANT, THESE MONIES BECOME BUILDING ENDOWMENT FUNDS, WITH INTEREST ACCRUING TO ED. & MISS. WORK	GROUP 3 AT DEATH OF ANNUITANT, THESE MONIES BECOME ASSETS OF THE BOARD OF CHRISTIAN EDUCATION	GROUP 4 AT DEATH OF ANNUITANT THESE MONIES BECOME EN- DOWMENT FUNDS OF THE BOARD OF CHRISTIAN ED. WITH INTEREST ACCRUING TO ED. & MISS. WORK
\$ 500 - 5% 700 - 6%	\$ 500 - 6% 250 - 5% 500 - 6%	\$ 500 - 6% 200 - 6% 500 - 6% 250 - 4.6% 100 - 5% 300 - 6% 500 - 6% 1,000 - 6% 1,300 - 5%	\$ 100 - 6%
\$ 1,200.00	\$ 1,250.00	\$ 3,650.00	\$ 100.00

JOSEPHINE DOLL
BELLE L. EMIG
M. FLORENCE KEMP
ADA M. GRIFFITH
L. VIRGINIA SCHMITT
MRS. E. C. WICKERSHAM
MRS. E. C. WICKERSHAM
MRS. D. SELLERS
M. FLORENCE KEMP
JAMES S. MUSSER
ELIZA LEFEVER
MARY A. KEMPT
MRS. SARAH SCHWENK
ANNA C. SAAM
REV. JACOB G. RUPP

TOTAL OF ANNUITY BONDS

\$ 6,200.00

REAL ESTATE DEPARTMENT

Comparative Profit and Loss Statement
For the Thirteen Months Ending January 31, 1941
and Years Ending January 31, 1942 and January 31, 1943
(TRANSCRIPT FROM AUDITOR'S REPORT)

	Thirteen		
	Months Ending	Year Ending	Year Ending
	Jan. 31, 1941	Jan. 31, 1942	Jan. 31, 1943
<u>Income</u>			
From rentals of offices and halls	\$ 97,422.81	\$ 89,574.75	\$ 92,602.12
<u>Other charges to Tenants</u>			
Water	793.30	820.55	837.65
Safe rentals	60.00	21.50	125.50
<u>Other Income</u>			
Commissions earned on ice, towels, etc.	281.49	405.44	222.49
Interest on notes and discount on taxes	-	20.00	70.91
Total other income	1,134.79	1,267.49	1,256.55
Total income	98,557.60	90,842.24	93,858.67
<u>Expenses</u>			
Taxes	11,973.54	10,016.15	10,096.25
Coal	3,456.44	2,818.36	2,507.83
Repairs and alterations	6,317.99	3,813.03	5,276.31
Water rent	557.92	515.00	515.00
Insurance premium used	2,583.30	2,406.70	2,836.72
Incidental expense, supplies, etc.	5,380.98	3,997.24	5,990.34
Salaries	47,810.28	41,643.19	42,972.68
Gas lighting	.93	0	0
Electric lighting and power (net)	5,194.21	4,678.16	4,478.49
Depreciation:			
On new building $1\frac{1}{2}\%$	11,674.26	10,776.24	10,776.24
On old building $1\frac{1}{2}\%$	2,193.92	2,025.16	2,025.16
on elevators 4%	2,297.62	2,120.88	2,120.88
On engine room 4%	1,467.38	1,354.52	1,354.52
On furniture and fixtures 10%	184.35	178.26	152.38
On safe cabinets 5%	135.82	134.60	130.85
On bank vaults and equipment	85.31	140.94	10.00
On bank furniture and equipment	-	-	10.00
Water	567.40	557.25	662.25
Total expenses	101,881.65	87,175.68	91,915.90
<u>Interest Payments</u>			
On notes	81.84	0	0
On funds	6,656.41	6,144.04	4,379.51
On annuity bonds (annuities)	453.11	362.00	362.00
Mortgage interest	17,750.14	13,807.66	18,571.51
Total interest paid	24,941.50	20,313.70	23,313.02
Total expenses and interest	126,823.15	107,489.38	115,228.92
Balance, net loss	(28,265.55)	(16,647.14)	(21,370.25)
<u>Other Deductions</u>			
Loss on bad notes, etc.	1,500.00	4,382.94	-
Total loss	(\$29,765.55)	(\$21,030.08)	(\$21,370.25)

REAL ESTATE DEPARTMENT

Comparative Balance Sheets
At January 31, 1941, January 31, 1942, and January 31, 1943
 (TRANSCRIPT FROM AUDITOR'S REPORT)

A s s e t s

	<u>Jan. 31, 1941</u>	<u>Jan. 31, 1942</u>	<u>Jan. 31, 1943</u>
<u>Fixed Assets</u>			
New Schaff Building	\$ 718,415.94	\$ 718,415.94	\$ 718,415.94
Old Schaff Building	135,010.68	135,010.68	135,010.68
Elevator equipment	53,021.92	53,021.92	53,021.92
Engine room equipment	33,862.90	33,862.90	33,862.90
Land	135,000.00	135,000.00	135,000.00
Furniture and fixtures	18,300.97	18,315.63	18,315.63
Safe cabinets	2,692.00	2,617.00	2,517.00
Furniture and equipment-bank	325.50	325.50	325.50
Vaults and equipment in bank	787.50	787.50	787.50
Totals	<u>1,097,417.41</u>	<u>1,097,357.07</u>	<u>1,097,257.07</u>
<u>Current Assets</u>			
Cash in bank	1,517.83	4,175.65	1,684.68
Petty cash on hand	25.00	25.00	25.00
Cash balance in Parkway Trust Co. in liquidation	2,200.35	0	0
Cash balance in Parkway Trust Co. Philip Schaff Church Unity Fund, in liquidation	103.70	0	0
Rents, etc. due and unpaid	12,839.54	6,749.83	6,008.03
Notes receivable	3,874.17	1,274.17	1,274.18
Supplies and coal inventory	787.61	932.94	1,568.18
Totals	<u>21,348.20</u>	<u>13,157.59</u>	<u>10,560.06</u>
<u>Other Assets</u>			
Life insurance - Messrs. Stahr and Waidner	2,000.00	2,000.00	2,000.00
Miscellaneous	39.39	54.78	156.31
Totals	<u>2,039.39</u>	<u>2,054.78</u>	<u>2,156.31</u>
<u>Deferred Assets</u>			
Insurance premium unexpired	1,604.61	1,946.80	2,342.19
Total assets	<u>\$1,122,409.61</u>	<u>\$1,114,516.24</u>	<u>\$1,112,315.63</u>

(Liabilities on next page)

REAL ESTATE DEPARTMENT

Comparative Balance Sheets (continued)
At January 31, 1941, January 31, 1942 and January 31, 1943
 (TRANSCRIPT FROM AUDITOR'S REPORT)

Liabilities

	<u>Jan. 31, 1941</u>	<u>Jan. 31, 1942</u>	<u>Jan. 31, 1943</u>
<u>Fixed Liabilities</u>			
Mortgage on properties	\$ 467,875.00	\$ 454,812.50	\$ 454,812.50
<u>Annuity Bonds</u>			
Annuities outstanding	5,900.00	5,900.00	5,900.00
Forward Movement Building Fund	300.00	300.00	300.00
Total	<u>6,200.00</u>	<u>6,200.00</u>	<u>6,200.00</u>
<u>Current Liabilities</u>			
Notes payable	4,700.00	14,300.00	14,300.00
Owing to Business Department	78,441.28	80,325.14	80,475.14
Owing to Education Department	13,500.67	16,181.46	20,143.47
Sundry unpaid bills and accounts	746.94	65.65	603.12
Total	<u>97,388.89</u>	<u>110,872.25</u>	<u>115,521.73</u>
<u>Deferred Liabilities</u>			
Interest accrued on mortgage	1,169.69	1,137.03	1,516.04
Prepaid rents	318.12	515.62	555.00
Accrued taxes	963.96	883.86	883.86
Total	<u>2,451.77</u>	<u>2,536.51</u>	<u>2,954.90</u>
<u>Fund Accounts</u>			
Endowment and other funds	<u>158,109.26</u>	<u>158,025.23</u>	<u>158,025.23</u>
<u>Reserves</u>			
For depreciation of buildings, new	180,589.77	191,366.01	202,142.25
For depreciation of buildings, old	33,994.65	36,019.81	38,044.97
For elevator equipment	33,852.60	31,958.02	31,600.64
For engine room equipment	20,528.27	21,882.79	23,237.31
For furniture and fixtures	17,518.01	17,696.27	17,848.65
For safe cabinets	2,104.10	2,238.70	2,369.55
For vaults and equipment -bank	636.56	777.50	787.50
For furniture and equipment - bank	315.50	315.50	325.50
Total	<u>289,539.46</u>	<u>302,254.60</u>	<u>316,356.37</u>
Total liabilities	<u>1,021,564.38</u>	<u>1,034,701.09</u>	<u>1,053,870.73</u>
<u>Capital and Surplus</u>			
Net capital of the real estate	256,474.90	256,474.90	256,474.90
Surplus (deficit)	(155,629.67)	(176,659.75)	(198,030.00)
Total	<u>100,845.23</u>	<u>79,815.15</u>	<u>58,444.90</u>
Total liabilities and capital	<u>\$1,122,409.61</u>	<u>\$1,114,516.24</u>	<u>\$1,112,315.63</u>

() Denotes deficit

REAL ESTATE DEPARTMENT

Capital Account

At January 31, 1943
 (TRANSCRIPT FROM AUDITOR'S REPORT)

Credit balance at January 31, 1942 and at January 31, 1943	\$256,474.90
--	--------------

Surplus Account

At January 31, 1943

Debit balance (deficit) at January 31, 1942	(\$176,659.75)
---	----------------

Credits

N O N E

0

Balance

(176,659.75)

Debits

Net loss for the year ending January 31, 1943

21,370.25

Balance (deficit) at January 31, 1943

(\$198,030.00)

REAL ESTATE DEPARTMENT

Statement of Cash Receipts and Disbursements
For the Year Ended January 31, 1943
 (TRANSCRIPT FROM AUDITOR'S REPORT)

Cash Balance, February 1, 1942:

In Philadelphia National Bank

\$ 4,175.65

Petty Cash on hand

25.00

\$ 4,200.65

Receipts for Year

Rents received	93,364.68
Income from electricity	1,425.45
Income from water	797.30
Safe rentals	141.50
Telephone commissions	145.26
Towel commissions	77.23
Sales of furniture and safe cabinets	100.00
Incidental expenses refunded, and miscellaneous	1,396.35
Miscellaneous	16.41
Loans payable	2,614.57
Telephone	1,848.55
Discount earned on taxes paid	70.91
Philadelphia 1½% tax withheld from employees	1,495.55
Federal 5% Victory tax withheld from employees	144.25
Total cash	<u>103,638.01</u>

103,638.01
107,838.66

Disbursements for Year

Salaries paid	44,172.68
Repairs and alterations	5,138.23
Supplies for building and janitor	3,499.68
Incidental expenses	2,228.13
Insurance	3,333.64
Taxes (real estate \$10,091.25, elevator \$4.00 and boiler \$2.00)	10,097.25
Coal	3,248.49
Water rent	515.00
Repairing elevators	2,478.26
Interest on loans	-
Interest on mortgage	18,192.50
Interest on funds (Miller Memorial Fund)	180.00
Annuities on Annuity bonds	362.00
Annuities paid for Educational Department (loan)	87.50
Water	617.90
Postage	50.00
Travel	372.40
Telephone and Telegraph	1,536.75
Electricity	5,903.82
Payments on mortgage loan	-
Payment of loan	2,614.57
Legal fees	17.97
Philadelphia 1½% tax paid	1,482.21
Cash balance, January 31, 1943:	<u>1,684.68</u>
In Philadelphia National Bank	25.00
Petty cash on hand	<u>\$ 1,709.68</u>

DEPARTMENT

of

BUSINESS

The Heidelberg Press

To the Members of the
Board of Christian Education and Publication -

The Business Department has had a good year, so far as sales are concerned, but the organization and methods of procedure leave much to be desired. The costs of operation are far too high. There are many so-called "leaks" in smaller or larger items of business operations, which help to eat up the profits. During the last few months some of these have been checked.

The Board's action of a year ago, charging certain overhead expenses to the Business Department, has added to the cost of operation. The failure of the publishers to issue the new hymnal at the time expected has deprived us of a large source of revenue. We have a large stock of orders on hand.

PERSONNEL

The closing of the MESSENGER subscription office in Philadelphia made necessary the retirement of Miss Lillian Harris, who had given a most useful life to the service of the Church. Her retirement allowance has been charged to the Business Department. A part of Mr. George W. Waidner's salary also had formerly been paid by the MESSENGER, and has had to be made up by the Business Department.

The resignation of Miss Grace Morgan, Mr. Waidner's assistant, left the department without the services of one who for years had been charged with important work in the sub-department of book sales. The resignation of Mrs. Elizabeth Simpson, director of the sub-department of supplies, coupled with the resignation of her assistant, left that whole section of the work without anyone acquainted with that phase of the business.

In consultation with the Board of Business Management's Committee for the Schaff Building, the Business Committee appointed the Rev. W. Miller Price to head that sub-department. Mr. Price showed marked ability in the organization side of the work of the Heidelberg Press, but was not able to handle the details of the Supplies Department, as he was able to give only part time service. Your executive secretary, accordingly, asked him to act, temporarily, as Assistant Business Manager in the Heidelberg Press, and engaged Mrs. Elsie Sundberg to take care of details and correspondence.

The resignation of several other members of the staff, because of opportunities for more lucrative employment, or because of enlistment in the armed forces, made replacements necessary. In almost every case such

changes meant less efficient service at greater expense.

The present staff of the Business Department is as follows:

Executive Secretary, Manager Paul V. Taylor

Assistant Manager (part-time) W. Miller Price

Shipping Room, Manager Donald W. Spare

Herbert Spare
Miss Vera Ide
Richard Ide, (school boy,
part time)

Sales George W. Waidner

Mrs. Elsie Sundberg
Mrs. Amelia Edwards
Miss Lucy Hedrick

Stenographer Miss Edith Morrell

Accountants Miss Ida May Elmer

Mrs. Ethel Conrad
Mrs. Ethel Harrison
Mrs. Marian Taylor

The shipping room has been more than busy during the entire time since your executive secretary has been acquainted with the work. The added load of work, due to the large increase in the sales of the Church Bulletin by the Department of United Promotion, has made necessary so much overtime work, that it has really amounted to overwork and a consequent lessening of efficiency.

Mr. Donald W. Spare has shown himself to be keenly intelligent as a worker and as the head of this phase of the work. He has capabilities for greater responsibilities and for further advancement in the organization.

There has been a consistent lag in the accounting work, in no sense the fault of the Accounting Department. However, this makes the monthly financial statements of less value to the manager when he receives them. It is necessary in these times of rapidly fluctuating prices to have the monthly statements of the current month at the close of the month.

At the end of the 1942 fiscal year, the periodical accounts which had been under the direction of Miss Elmer were transferred to Miss Morrow.

The Business Committee of the Board has gone on record as favoring cooperation in the Church's retirement plan for all employees of the

Business Department and the Real Estate Department.

I have received the following report from the Shipping Department, which report I should like to submit for your consideration.

"Dear Doctor Taylor,

At your request for a statement from the Shipping Department, to be used at the Annual Meeting, I submit these facts and figures for your consideration.

"Packages shipped from the Shipping Department, from February 1942 to January 1943:

Book Department	5722
Supply Department	8024
Educational Department	4231
Periodical Department	3313
Foreign Department	1328
Outlook of Missions	798
Messenger	144
Doctor LeVan	2963
Motor Freight	410
Doctor Lampe	971
Express	229
Total Packages	26,299
Letters	111,604

"Income received from "Outside" firms excluding Educational and Periodical Departments amounted to \$1094.30 for the year.

Very truly yours,

D. W. SPARE, Manager,
Shipping Department."

Respectfully submitted,

PAUL V. TAYLOR
Manager

REPORT OF THE BOOK DEPARTMENT

For the Fiscal Year Ending January 31, 1943

To the Members of the
Board of Christian Education and Publication -

This brief report spotlights some of the major sales and service features of this department of The Heidelberg Press. A full statement of the innumerable items handled would require too much space and time.

We endeavor to faithfully promote service and sales. While this service in many instances does not show a direct profit to the department, we are fully convinced it does serve as a particularly important factor in creating good-will and patrons for every department of the Board. Judging from letters received, the good-will and loyalty stimulated by this service becomes a permanent asset to be envied by any business.

ADVERTISING

To maintain and stimulate our mail order sales, which constitute the major portion of our business, we have issued during the year catalogs listing special material for Easter (3000), Vacation Church Schools (2500), Rally Day (3000) and our #42 General Catalog (10,000). In the territory served by this organization the pastors, church workers, and many other individuals (quite a number of members of other denominations) received more than two million, one hundred and twenty thousand pages of advertising matter, listing the best material obtainable.

We were required to bind 5000 sets of sheets and issue 7500 reprints of our various publications.

Of the Hymnal of the Reformed Church, 2500 copies were sold during the year. Of the New Hymnal for the Evangelical and Reformed Church, 6000 copies.

Many tentative advance orders have been received for the New Edition of the Evangelical and Reformed Hymnal with liturgical forms.

More than 87,000 copies of other publishers' books and pamphlets were marketed during the year, - an increase of better than 81%. This was occasioned by increased sales in the following merchandise units:

	<u>Increase</u>
Commentaries on Uniform Bible School Lessons	16%
Mission Study Books	150%
Leadership Training	7%
Bibles	12%
Testaments	90%
General Publications (religious and secular)	26%
Catechisms	37%
Bible Story Books	42%
Lenten Booklets	170%

We are making every effort to anticipate the ever-growing demands of our patrons, and further develop our usefulness to the Church.

Respectfully submitted,

GEORGE W. WAIDNER

BOOK DEPARTMENT STATEMENT

February 1, 1942 - January 31, 1943SHEETS PRINTED

Sheet I

Hymnal of the Reformed Church	
Order of Worship, Short Edition	300
Order of Worship, Partial Edition	1000
Book of Worship, Short Edition	1000
Hymnal of the Reformed Church	3000
Responsive Readings	735
Walking and Working with Christ	<u>1504</u>

7539

SHEETS BOUND

Harbaugh's Horfe	50
Leading Youth to Abundant Life	825
Twentieth Century Catechism	2004
Hymnal of the Reformed Church	
Short Book of Worship	300
Partial Book of Worship	500
Short Book of Worship & Responsive Readings	100
Partial Book of Worship	
Partial Order of Worship	200
Full Order of Worship	210
Partial Order of Worship-Responsive Readings	200
Hymnal & Responsive Readings	<u>350</u>

4939

BOOK DEPARTMENT STATEMENT

OTHER PUBLICATIONS: In addition to the sales of our own publications, we list the purchases of a number of books and booklets of other publishers.

Sheet II

Commentaries on Uniform B.S. Lessons:	Copies		percent.
Tarbell's, Pelonbet's, Snowden's, etc.	520	increase	16%
Mission Study Books	686	"	150
Theology and Sermons	2197	decrease	2
Leadership Training	4376	increase	7
Bibles	2203	"	12
Testaments	1934	"	90
General Publications (Rel.Sec.Fiction)	6173	"	26
Special Books for Men in the Service	1902	new	
General Publications for Children	407	new	
Nursery Class papers & Books	1148	increase	15
Miscellaneous Leaflets	806	"	500%
D.V.B.S. Text Books	353	decrease	4%
Catechisms of Central (596) of Eden (150)	746	increase	37%
Work Book to H. Catechism (Central)	311	decrease	37%
Bible Story Books	4566	increase	42%
Fellowship of Prayer Lenten Booklets	7959	decrease	51%
Thoughts of God for Boys and Girls, Lenten	315	decrease	47
Lenten Booklets, Our Own Denomination	23,000	increase	170
Windows of Worship	2550	"	1
My Confirmation - Teacher	275	new	
My Confirmation - Pupil - Paper	1650	new	
My Confirmation - Pupil - Cloth	100	new	
Jesus and His Teachings	28	new	
Missionary's Leisure-Indian Jungle	47	new	
TOTAL	87,642	increase	81%

GEORGE W. WARDNER.

CHURCH AND CHURCH SCHOOL SUPPLY DEPARTMENTFebruary 1, 1942 - January 31, 1943OUR OWN PUBLICATIONS

Acme Class Books	5,000
Acme Offering Envelopes #2	1,775
Acme Offering Envelopes #3	2,000
Acme Class Card Envelopes H-1	2,000
Blank Slot Offering Envelopes	9,600
Celluloid Contest Pins	12,000
Home Department Offering Envelopes	10,000
Visitors Cards	10,000
Communicant's Record Cards	60,500
"Lenten Daily" Offering Envelopes	36,150
"Self-Denial" Offering Envelopes	35,775
Beginners and Primary Songs	5,000
YEARBOOK AND ALMANAC (1943)	18,000

NOT OUR PRODUCTS BUT MADE TO ORDER FOR US

Cross and Crown Awards		
Gold Pins	1,510	
Wreaths	925	
Bars	<u>3,227</u>	5,662
CHURCH MESSAGE ENVELOPES (sets)		58,543
CHURCH SCHOOL MESSAGE ENVELOPES (sets)		5,944
MISCELLANEOUS SPECIAL OFFERING ENVELOPES		342,817

Submitted by

MRS. ELSIE SUNDBERG

FINANCIAL STATEMENTS

BOOK DEPARTMENT

PROFIT AND LOSS STATEMENT

For the Year Ending January 31, 1943
(TRANSCRIPT FROM AUDITOR'S REPORT)

Gross Sales for the year		\$51,747.04
Less: Returns of merchandise		<u>1,511.68</u>
Net Sales		50,235.36
<u>Cost of Sales</u>		
Purchases for the year (net)	\$35,821.06	
Inventory at beginning of year	<u>7,530.31</u>	
Total	43,351.37	
Less inventory at end of year	<u>9,033.31</u>	
Cost of goods sold		<u>34,318.06</u>
Gross profit for Department		15,917.30
<u>Expenses</u>		
Salaries apportioned	9,209.46	
Rent	2,546.07	
Advertising	1,384.00	
Expenses-incidental	652.42	
Accounts written off	0	
Freight and express	880.12	
Postage	1,609.68	
Stationery and printing	192.50	
Traveling expenses	430.26	
Insurance	247.17	
Telephone and telegraph	416.38	
Water	17.40	
Depreciation	167.22	
Royalties paid	<u>98.77</u>	
Total expenses		<u>17,851.45</u>
Total business loss		(1,934.15)
<u>Other Income</u>		
Royalties received	73.95	
Discounts earned	35.93	
Interest received	0	
Miscellaneous	<u>1.06</u>	
Total other income		<u>110.94</u>
Net loss		1,823.21)
<u>Other Deductions</u>		
Donations		<u>34.04</u>
Final loss for the year		<u><u>(\$1,857.25)</u></u>

CHURCH AND SUNDAY SCHOOL SUPPLY DEPARTMENT

PROFIT AND LOSS STATEMENT

For the Year Ending January 31, 1943
(TRANSCRIPT FROM AUDITOR'S REPORT)

Gross Sales for the year		\$50,598.80
Less: Returns of merchandise		<u>768.46</u>
Net Sales		49,830.34
<u>Cost of Sales</u>		
Purchases for the year (net)	\$34,698.80	
Inventory at beginning of year	<u>11,463.01</u>	
Total	46,161.81	
Less inventory at end of year	<u>10,185.73</u>	
Cost of goods sold		<u>35,976.08</u>
Gross profit for Department		13,854.26
<u>Expenses</u>		
Salaries apportioned	8,750.83	
Rent	2,704.24	
Advertising	1,556.30	
Expenses, incidental	547.58	
Accounts written off	0	
Freight and express	313.86	
Postage	1,637.10	
Stationery and printing	205.59	
Traveling expenses	322.24	
Insurance	265.17	
Telephone and telegraph	414.30	
Water	17.40	
Depreciation	<u>167.21</u>	
Total expenses		<u>16,901.82</u>
Total business loss		(3,047.56)
<u>Other Income</u>		
Discounts earned (net)	66.51	
Interest received	0	
Miscellaneous	<u>1.06</u>	
Total other income		<u>67.57</u>
Net loss		(2,979.99)
<u>Other Deductions</u>		
Donations		<u>34.04</u>
Final loss for the year.		(\$3,014.03)

SPECIAL SALES DEPARTMENT

PROFIT AND LOSS STATEMENT

For the Year Ending January 31, 1943
 (TRANSCRIPT FROM AUDITOR'S REPORT)

Gross sales for the year		\$ 746.69
Less: Returns of merchandise		<u>.26</u>
Net sales		746.43
 <u>Cost of Sales</u>		
Purchases for the year (net)	\$ 676.42	
Inventory at beginning of year	<u>0</u>	
Total	676.42	
Inventory at end of year	<u>0</u>	
Cost of goods sold		<u>676.42</u>
Gross profit for the year		70.01
 <u>Expenses</u>		
Salaries apportioned	395.62	
Telephone and telegraph	<u>.65</u>	
Total expenses		<u>396.27</u>
Net loss for the year		<u><u>(\$ 326.26)</u></u>

BUSINESS DEPARTMENT

COMPARATIVE PROFIT AND LOSS STATEMENT

For the Thirteen months Ending January 31, 1941 and the Years
Ending January 31, 1942 and January 31, 1943

	13 months Ending Jan.31,1941	Year Ending Jan.31,1942	Year Ending Jan.31,1943
<u>Income</u>			
Gross Profit - Book Department	\$ 9,429.28	\$ 14,093.83	\$ 15,917.30
" " - Church & Sunday School Department	20,296.58	13,670.11	13,854.26
" " - Special Sales	145.13	151.97	70.01
Total departmental profits	<u>29,870.99</u>	<u>27,915.91</u>	<u>29,841.57</u>
<u>Expenses</u>			
Salaries apportioned	17,599.32	15,672.82	18,355.91
Rent	5,556.46	5,199.18	5,250.31
Advertising	2,748.39	2,725.40	2,940.30
Expenses - incidental (net)	1,297.81	1,574.99	1,200.00
Accounts written off	27.50	56.69	-
Freight and express	583.87	900.45	1,193.98
Postage - weight	2,805.94	3,454.65	3,246.78
Stationery and printing	514.95	681.26	398.09
Traveling expenses	613.69	871.25	752.50
Insurance	554.04	516.56	512.34
Telephone and telegraph	751.04	705.10	831.33
Water	23.48	30.80	34.80
Depreciation	422.92	336.98	334.43
Royalties paid	113.65	146.40	98.77
Excise taxes	-	43.21	-
Total expenses	<u>33,613.06</u>	<u>32,915.74</u>	<u>35,149.54</u>
Total business profit or (loss)	<u>(3,742.07)</u>	<u>(4,999.83)</u>	<u>(5,307.97)</u>
<u>Other Income</u>			
Royalty Received	56.10	51.60	73.95
Interest received	2,039.46	1,923.25	150.00
Miscellaneous	146.74	111.16	104.56
Total other income	<u>2,242.30</u>	<u>2,086.01</u>	<u>328.51</u>
Total profit or (loss)	<u>(1,499.77)</u>	<u>(2,913.82)</u>	<u>(4,979.46)</u>
<u>Other Deductions</u>			
Donations	112.00	34.28	68.08
Loss on Cash Deposits in the Parkway Trust Company	-	1,338.94	-
Total Deductions	<u>112.00</u>	<u>1,373.22</u>	<u>68.08</u>
Final Profit or (loss)	<u>(\$1,611.77)</u>	<u>(\$ 4,287.04)</u>	<u>(\$ 5,047.54)</u>

(Transcript From Auditor's Report)

BUSINESS DEPARTMENT
CONSOLIDATED PROFIT AND LOSS STATEMENT OF SUB DEPARTMENTS

FOR THE YEAR ENDING JANUARY 31, 1942

(TRANSCRIPT FROM AUDITOR'S REPORT)

<u>DEPARTMENTAL INCOME</u>	<u>TOTALS</u>	<u>BOOK</u>	<u>SUPPLIES</u>	<u>SPECIAL SALES</u>	<u>MISCELLANEOUS</u>
SALES	\$103,092.53	\$51,747.04	\$50,598.80	\$ 746.69	--
LESS RETURNS OF MERCHANDISE	2,280.40	1,511.68	768.46	.26	
NET SALES	<u>\$100,812.13</u>	<u>\$50,235.36</u>	<u>\$49,830.34</u>	<u>\$ 746.43</u>	<u>--</u>
<u>COST OF MERCHANDISE SALES</u>					
PURCHASES	\$ 72,268.80	\$36,206.22	\$35,386.16	\$ 676.42	--
LESS RETURNS AND CREDITS	<u>1,072.52</u>	<u>385.16</u>	<u>687.36</u>	<u>0</u>	<u>--</u>
NET PURCHASES	\$ 71,196.28	\$35,821.06	\$34,698.80	\$ 676.42	--
INVENTORY AT BEGINNING	<u>18,993.32</u>	<u>7,530.31</u>	<u>11,463.01</u>	<u>0</u>	<u>--</u>
TOTAL	\$ 90,189.60	\$43,351.37	\$46,161.81	\$ 676.42	--
LESS INVENTORY AT END	<u>19,219.04</u>	<u>9,033.31</u>	<u>10,185.73</u>	<u>0</u>	<u>--</u>
NET COST OF SALES	<u>\$ 70,970.56</u>	<u>\$34,318.06</u>	<u>\$35,976.08</u>	<u>\$ 676.42</u>	<u>--</u>
BALANCE, GROSS PROFIT MARGIN	<u>\$ 29,841.57</u>	<u>\$15,917.30</u>	<u>\$13,854.26</u>	<u>70.01</u>	<u>--</u>

BUSINESS DEPARTMENT

CONSOLIDATED PROFIT AND LOSS STATEMENT OF SUB DEPARTMENTS (CONTINUED)
 FOR THE THIRTEEN MONTHS ENDING JANUARY 31, 1943
 (TRANSCRIPT FROM AUDITOR'S REPORT)

DEPARTMENTAL EXPENSES	TOTALS	BOOK	SUPPLIES	SPECIAL SALES	MISCELLANEOUS
SALARIES, APPORTIONED	\$18,355.91	\$8,996.61	\$ 8,537.98	\$ 395.62	\$ 425.70
RENT	5,250.31	2,516.07	2,704.24	0	0
ADVERTISING	2,940.30	1,284.00	1,556.30	0	0
EXPENSES-INCIDENTAL(NET)	1,200.00	610.91	589.09	0	0
ACCOUNTS WRITTEN OFF	0	0	0	0	0
FREIGHT AND EXPRESS	1,193.98	880.12	313.86	0	0
POSTAGE	3,246.78	1,699.68	1,637.10	0	0
STATIONERY AND PRINTING	398.09	192.50	205.59	0	0
TRAVELING EXPENSES	752.50	430.26	322.24	0	0
INSURANCE	512.34	247.17	265.17	.65	0
TELEPHONE AND TELEGRAPH	831.33	416.38	414.95	0	0
WATER	34.80	17.40	17.40	0	0
DEPRECIATION	334.43	167.22	167.21	0	0
ROYALTIES PAID	98.77	98.77	0	0	0
TOTAL EXPENSES	\$35,149.54	17,597.09	16,730.48	396.27	425.70
TOTAL BUSINESS PROFIT OR (LOSS)	(5,307.97)	1,679.79)	(2,876.22)	(326.26)	(425.70)
OTHER INCOME	73.95	73.95	66.51		
ROYALTIES RECEIVED	162.44	35.93	0	0	150.00
DISCOUNT EARNED	0	0	0	0	0
INTEREST ON MESSENGER	0	0	0	0	0
ENDOWMENT FUNDS	150.00	0	0	0	0
INTEREST ON OTHER FUNDS	0	0	0	0	0
INTEREST RECEIVED	2.12	1.06	1.06	0	0
MISCELLANEOUS					
TOTAL OTHER INCOME	328.51	110.94	67.57	0	150.00
NET PROFIT OR (LOSS)	(4,979.46)	(1,568.85)	(2,808.65)	(326.26)	(275.70)
OTHER DEDUCTIONS	68.08	34.04	34.04		
DONATIONS	0	0	0		
MISCELLANEOUS					
TOTAL DEDUCTIONS	68.08	34.04	34.04		
FINAL (LOSS) OR PROFIT FOR THE YEAR	(\$ 5,047.54)	(\$1,602.89)	(\$2,842.69)	(326.26)	(275.70)

BUSINESS DEPARTMENT

COMPARATIVE BALANCE SHEETS

At January 31, 1941, January 31, 1942 and January 31, 1943
 (TRANSCRIPT FROM AUDITOR'S REPORT)

	<u>Jan.31,1941</u>	<u>Jan.31,1942</u>	<u>Jan.31,1943</u>
<u>Current Assets</u>			
Cash	\$ 8,909.65	\$ 3,405.49	\$ 6,872.90
Parkway Trust Co., In liquidation	1,652.40	-	-
Accounts receivable	19,631.77	25,120.43	17,640.75
Notes receivable	1,854.10	1,854.10	1,854.10
Loans to Real Estate Department	65,450.00	65,450.00	65,450.00
Miscellaneous, Ulrich Zwingli Works	36.62	18.12	0
Miscellaneous, "End of Beginning"	251.93	250.18	243.68
Total	<u>97,786.47</u>	<u>96,098.32</u>	<u>92,061.43</u>
<u>Inventories</u>			
Church and Sunday School supplies	10,881.77	11,463.01	10,185.73
Book department, stock and supplies	7,805.99	7,530.31	9,033.31
Stationery, Printing, shipping supplies	838.23	841.65	1,173.85
Postage	422.32	617.88	468.18
Total	<u>19,948.31</u>	<u>20,452.85</u>	<u>20,861.07</u>
<u>Furniture and Equipment</u>			
Cuts and electros	10.00	10.00	0
Furniture, fixtures, less depreciation	2,295.88	1,979.70	1,655.27
Total	<u>2,305.88</u>	<u>1,989.70</u>	<u>1,655.27</u>
<u>Miscellaneous</u>			
Due from Real Estate Department	12,991.28	14,875.14	15,025.14
Due from Salem Reformed Church	1,050.00	650.00	654.38
Due from Periodical Department	255.51	704.54	251.14
Miscellaneous	207.66	523.61	438.84
Total	<u>14,504.45</u>	<u>16,753.29</u>	<u>16,369.50</u>
Total assets	<u>\$134,545.11</u>	<u>\$135,294.16</u>	<u>\$130,947.27</u>
<u>Liabilities</u>			
Accounts payable	\$ 4,374.79	\$ 11,710.79	\$ 2,966.58
Loans payable	13,500.00	11,000.00	20,300.00
James I Good Historical Fund	2,503.12	2,653.12	2,803.12
Messenger Ebdowment Fund	1,328.00	1,328.00	1,328.00
A New Venture of Faith	125.93	-	-
Miscellaneous	-	326.02	470.88
Total liabilities	<u>\$ 21,831.84</u>	<u>\$ 27,017.93</u>	<u>\$ 27,868.58</u>
<u>Summary</u>			
Total assets (less depreciation)	<u>\$134,545.11</u>	<u>\$135,294.16</u>	<u>\$130,947.27</u>
Total liabilities	<u>21,831.84</u>	<u>27,017.93</u>	<u>27,868.58</u>
Net capital at close of respective periods	<u>\$112,713.27</u>	<u>\$108,276.23</u>	<u>\$103,078.69</u>

BOARD OF CHRISTIAN EDUCATION OF THE EVANGELICAL AND REFORMED CHURCH

CAPITAL ACCOUNT AT JANUARY 31, 1943
(TRANSCRIPT FROM AUDITOR'S REPORT)

Balance to credit, January 31, 1942 \$108,276.23

Debits

Transfer to James I. Good Historical Fund

Interest received during year

\$ 150.00

Net loss for the year ending January 31, 1943

5,047.545,197.54

Balance to credit, January 31, 1943

\$103,078.69SCHEDULE OF LOANS RECEIVABLEAt January 31, 1943

<u>Date</u>	<u>Name</u>	<u>Amount</u>
Various	Real Estate Department	\$ 65,450.00

SCHEDULE OF NOTES RECEIVABLEAt January 31, 1943

<u>Date</u>	<u>Name</u>	<u>Rate</u>	<u>Time</u>	<u>Amount</u>
9- 1-29	Rev. Thomas W. Deckert	5%	90 days	\$ 290.00*
9-20-32	Board of Home Missions	-	Demand	826.21
3- 1-33	Trustees of Grace Reformed Church, Baltimore, Md. (A)	-	1 year	<u>737.89</u>
Total				<u><u>\$ 1,854.10</u></u>

(A) Not available for inspection

* Reduced from \$390.00

SCHEDULE OF LOANS PAYABLEAt January 31, 1943

<u>Date</u>	<u>Name</u>	<u>Amount</u>
Various	Periodical Department	\$ 20,300.00

M I N U T E S

of the

Meetings for the Fiscal Year 1942-1943

of the

Board of Christian Education and Publication

and its

Executive Committee

Also of the

Business Committee meeting jointly with the Executive
Committee of the Board of Business Management

Annual Board Meeting

April 21-22, 1942

Special Board Meetings

July 10, 1942

Dec. 4, 1942 (staff reports only)

Executive Committee Meetings

June 3, 1942 Philadelphia, Pa.
June 27, 1942 Cincinnati, Ohio.
November 5, 1942 Philadelphia, Pa.
February 23, 1943 Philadelphia, Pa.

Joint Meetings, Business Committee and Executive Committee
of the Board of Business Management

November 30, 1942 Philadelphia, Pa.
January 20, 1943 Philadelphia, Pa.
March 19, 1943 Philadelphia, Pa.

MINUTES OF THE ANNUAL MEETING
OF THE
BOARD OF CHRISTIAN EDUCATION & PUBLICATION

Schaff Building
Philadelphia, Pa.

April 21, 22
1942

The meeting was called to order on Tuesday, April 21st at 9:30 o'clock, Dr. A. N. Sayres presiding. The opening devotions were conducted by Mrs. W. A. Bomhard.

The following members of the Board and Staff were present:

Dr. A. N. Sayres, Mrs. W. A. Bomhard, Dr. W. Sherman Kerschner, Rev. Reinhard Krause, Dean Th. W. Mueller, Dr. John W. Myers, Prof. H. A. Pflug, Dr. Richard Rettig, Dr. Robert C. Stanger, Prof. A. G. Wehrli, Prof. Martin W. Witmer, Rev. T. C. Braun, Miss Bernice Bushler, Dr. C. A. Hauser, Rev. Fred E. McQueen, Rev. Fred D. Wentzel, Dr. David D. Baker, and Dr. A. R. Keppel. Mr. George Benner of the National Youth Cabinet was an invited guest.

Adoption of Agenda

Upon recommendation of the Executive Committee, which had previously reviewed the agenda, it was -

VOTED - to adopt the agenda as drafted

It was agreed that the evening session be held at the Robert Morris Hotel following dinner.

Communications

A communication from Dr. L. W. Goebel was read. This letter expressed Dr. Goebel's sincere regret that because of a conflicting engagement he could not be present at this meeting of the Board.

From the Inaugural Committee of Franklin and Marshall College an invitation was reported having been received requesting Board representation at the Inauguration of President Theodore A. Distler. By common consent it was agreed that the President of the Board shall represent the Board at the Inaugural ceremonies.

The resignation of Dr. E. G. Krampe was presented. Action on same was deferred until such time as the item regularly comes before the Board in accordance with agenda order.

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A letter from Rev. A. Metz of Buffalo was read. The communication had reference to National Conferences on Christian Education, such as the recent Lakeside Conference, and suggested that same be held bi-annually instead of quadrennially. By common consent discussion was deferred until the pertinent item on the agenda is regularly before the board.

Presentation of the Annual Volume of Reports

The Executive Secretary explained the organization of the volume of reports and minutes. He briefly reviewed the agenda and time schedule.

Action on Minutes of the Annual Meeting, April 22, 23, 1941

It was -

VOTED - to adopt the minutes as written
and circulated.

It was likewise -

VOTED - to adopt the minutes of the Executive
Committee.

Items from Minutes of 1941 Annual Meeting and Items from Executive Committee Minutes Which Merit Report

Board Minutes

- Item (a) Manual for "Christian Hymnways." (Deferred for action until report of Church School Hymnal Committee is heard.)
- Item (b) "That fifty dollars be paid during the current year to meet the terms of the reported pledge to the University of Illinois." (The Executive Secretary reported that this had been paid.)
- Item (c) "Discontinuance of German Lesson Quarterly." (The issue was to combine the two German church school quarterlies published by Central Publishing House and the Board of Christian Education and Publication. The Executive Secretary reported that Central Publishing House was persuaded to discontinue its publication and therefore the Board's publication now serves both previous reading constituencies.)

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- Item (d) "Relationship between Girl's Guilds and Youth Program." (Deferred for action until report of the Director of Youth Work is heard.)
- Item (e) "Resignation of Dr. Hauser." (Deferred for action until Special Committee Report is heard.)
- Item (f) "Children's Devotional." (Discussion deferred pending report of Children's Work.)
- Item (g) "Mission Bands and Mission Materials for Women's Guild." (Discussion deferred pending report of Director of Children's Work.)
- Item (h) "Uniform Pension Policy." (Action deferred pending report of Special Committee.)
- Item (i) "Incorporation of Board." (Discussion deferred pending consideration of pertinent agenda item.)
- Item (j) "Student Work" (page 179) To be taken up at a later time. (Discussion deferred pending report of Director of Youth Work.)

Executive Committee Minutes

- Item (k) "Uniform Pension Plan." (Action deferred pending report of Special Committee)
- Item (l) "Board's Student Work Policy." (Discussion deferred pending consideration of Youth Director's Report.)
- Item (m) "Uniform Pension Plan." (Discussion deferred pending consideration of Special Committee report.)

Department of Education

Report of the Executive Secretary on the State of the Educational Work

Dr. Keppel presented his report as printed in the Annual Volume. After an extended discussion it was -

VOTED - to adopt and approve this splendid report and express the Board's high appreciation, both for its form and content.

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Report of Standing Committees(a) Executive Committee

It was pointed out that the Executive Committee Minutes, as already presented and approved constitute this Committee's report. No further consideration or action was deemed necessary.

(b) Second National Conference

In view of the report which the Executive Secretary has already made in his general statement to the Board it was deemed unnecessary to give further time to a consideration of the Second National Conference, which was held at Lakeside, Ohio, in June 1941.

A discussion of Mr. Metz's suggestion that such conferences be held bi-annually instead of quadrennially, resulted in an unanimous agreement that such frequency was impracticable from a financial point of view. The quadrennial schedule, therefore, prevailed.

(c) Editorial Board

Mr. McQueen presented the report of the Editorial Board as printed in the Annual Volume. It was -

VOTED - to adopt the report with thanks.

(d) Confirmation Instruction

The report of the Committee on Confirmation Instruction was read by Mr. Braun. This report was also presented as printed in the Annual volume. After some discussion of the proposed Manual on Confirmation Instruction - it was -

VOTED - to receive the report with thanks and to approve same as presented.

(e) Manuscripts

Mr. Braun, Chairman of the Committee on Manuscripts, presented the report as printed in the Annual Volume. It was -

VOTED - to receive the report with thanks to the Committee for its arduous and efficient work.

(f) Church School Hymnal

It was reported that a second edition of fifty thousand Christian Hymnways was published, and that a good portion of same has already been sold.

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After a thorough discussion of the advisability of proceeding with the publication of a handbook to accompany Christian Hymnways, it was -

VOTED - that the Board's Church School Hymnal Committee approach the Hymnal Committee of the Church with the request for co-operation in the publication of a handbook which would supplement and serve both hymnals.

Staff Reports

Children's Work

Miss Buehler, Director of Children's Work, presented her report as printed in the Annual Volume. After a thorough discussion of same the following action was taken with regard to specific recommendations.

It was -

VOTED - that the Director of the Department of Children's Work use at least a three-week period each year for direct contact with children in some local area - this experience to be a training ground for workers of that area and also a learning experience for the Director.

It was -

VOTED - that the Board approve recommendation #1 and refer it to Miss Buehler for implementation.

It was furthermore -

VOTED - to approve recommendation #2 and ask Miss Buehler to convey the message of appreciation in behalf of the Board.

With regard to recommendation #3 it was agreed that same had already been cared for. It was -

VOTED - that recommendations #4 and #5 be referred to the Executive Committee and the Educational Staff for detailed consideration and action.

With regard to the Children's Devotional Book, it was -

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VOTED - to refer, with Board approval, the proposed plan as outlined by the Director of Children's Work for further detailed consideration and final publication of the book in question.

It was finally -

VOTED - That the Board receive with thanks the report of the Director of Children's Work and approve it as a whole, subject to the above specific actions.

Youth Work

Mr. Wentzel, Director of Youth Work, presented his report as printed in the Annual Volume.

At this point Rev. Clayton Ranck was welcomed to the meeting and spoke briefly with reference to the work which he is doing with students in the Philadelphia area. He also asked for the Board's ratification of the appointment of Dr. J. Rauch Stein to membership on the local work committee. It was -

VOTED - to approve Dr. Stein's appointment

At this point in the meeting, Dr. William E. Lampe was presented and welcomed.

The noon hour having arrived the Board recessed for luncheon at Whitman's.

The Board reconvened at two o'clock with Dean Th. W. Mueller in the chair. Mr. Wentzel continued the reading of his report. At the conclusion of his presentation, and following a general discussion of the report, the following specific actions were taken. It was -

VOTED - that the Board approve the Youth Cabinet's recommendation #1 appearing on page 52 which reads: "We appreciate sincerely the contribution made by the Girls' Missionary Guild to the life of the Church."

It was -

VOTED- that the Board adopt recommendation #2 which reads, "We believe that there are sound reasons for conserving the values in the work of the Girls' Guild now in existence."

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It was furthermore -

VOTED - that the Board of Christian Education & Publication, through its Youth Department, call to the attention of the General Council the tremendous problem which Christian youth is facing at this time and suggest that the programs for the Fall Regional Conferences present the Youth Fellowship of the Church and its work and invite the other two groups (Women's Guild and Churchmen's Brotherhood) to cooperate in the program.

It was furthermore -

VOTED - to adopt recommendation #3 of the Youth Cabinet which reads, "The Youth Fellowship views with concern the prospect of disunity in the youth work of the Church resulting from the promotion of the organization of new Girls' Guilds."

It was finally -

VOTED - that the Board accept with thanks the report of the Director of Youth Work and approve same in accordance with the above specific actions.

Adult Work

Dr. Hauser, Director of Adult Work, presented his report as printed in the Annual Volume. After a thorough discussion of this report, it was -

VOTED - that the Board recommend favorably to the staff consideration of ways and means of stressing the home emphasis with young adult groups.

It was finally -

VOTED - to receive with thanks the report of the Director of Adult Work and to adopt the report as presented.

Leadership Training

Mr. Braun, Director of Leadership Training, presented his report as printed in the Annual Volume. After a thorough discussion

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of the report in its entirety, it was -

VOTED - that the Board approve recommendations #1, #2, and #3 appearing on pages 67 and 68, and also approve the recommendation lowering the minimum age from sixteen to fifteen in those situations where only one school or conference is held, and where the student body therefore cannot be divided on an age group basis.

It was finally -

VOTED - to receive with thanks the report of the Director of Leadership Training and to adopt his report in its entirety.

Field Work

Dr. Hauser, Director of Field Work, presented his own report as printed in the volume of reports, and also read Dr. Krampe's report as printed. It was -

VOTED - to receive both these reports with thanks and to adopt same.

Church School Publications

Mr. McQueen, Editor of Church School Publications, presented his report as printed in the Annual Volume. After a thorough discussion of the report involving specific consideration of the status of departmental graded lessons, it was -

VOTED - to empower the Executive Committee to act upon the report of the educational staff with reference to recommendations concerning the future of the Board's cooperation with the Presbyterian Board in the preparation and publication of the Bible-Life Series.

It was -

VOTED - to receive with thanks Mr. McQueen's report and adopt same.

Missionary Education

Mr. Baker, Director of Missionary Education, presented his report as printed in the Annual Volume. It was -

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VOTED - to receive with thanks Dr. Baker's report and to adopt same.

It was furthermore -

VOTED - To affiliate with the Missionary Education Movement, subsidizing same in an amount not to exceed \$50.00.

It was agreed that the Board's representatives on the Missionary Education Movement shall consist of Miss Bernice Euehler, Director of Children's Work, and Dr. David D. Baker, Director of Missionary Education.

At this point in the proceedings the secretary presented a letter from Dr. J. J. Braun inviting the Board's cooperation in the World Missionary Conference to be held in Cleveland in December. After a discussion of various specifics of such cooperation, it was -

VOTED - that the Board further explore the involvements of such cooperation and that to this end it empower a small committee to negotiate with Dr. Braun concerning participation in the Conference, if same appears to be feasible.

Weekday and Vacation Church Schools

Dr. Hauser, Director of Weekday and Vacation Church Schools, presented his report as printed in the Annual Volume. It was -

VOTED - to accept his report with thanks.

It was furthermore -

VOTED - that the Board record in the minutes of this Annual Meeting special recognition of its appreciation of Dr. Hauser's effort in connection with the preparation and publication of his recent book on weekday work.

Finances

The Executive Secretary presented the following financial schedule:

- (a) 1941 - General Financial Statement
- (b) Auditor's Report
- (c) 1941 Camp and Summer School Statements
- (d) Student Work - Financial Statement
- (e) Proposed Working Budget for 1942

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After an analysis of each of these statements and a thorough discussion of them, it was -

VOTED - that the Board accept and approve the statements as presented including the adoption of the proposed working budget in the total of \$46,116.14.

Student Work (continued)

It was -

VOTED - to continue the special committee to study the status of student work in our church - this committee to be composed of Prof. Wehrli, Dr. Kerschner and Mr. Wentzel.

The hour for adjournment having arrived the Board recessed for dinner at the Robert Morris Hotel.

The Board reconvened at eight o'clock in the Robert Morris Hotel - Dr. A. N. Sayres presiding.

The United Christian Education Advance

Dr. Keppel briefly summarized the objectives, the general plan of procedure, and the specific materials which have been developed in the Board's participation in, and prosecution of the United Christian Education Advance. An interesting discussion ensued. Since no particular action was requested and no ratification of plan was deemed necessary, no formal resolution was adopted apart from the following:

It was -

VOTED - that the Board express appreciation to the staff and commend the staff members on the splendid work which has been done by them in the development and preparation of Advance materials and in the promotion of the Advance throughout the churches of our denomination.

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The 1942 Christian Education Emphasis Period

Again the Executive Secretary briefly outlined staff plans for the 1942 observance of the Christian Education Emphasis Period. He distributed materials which had been prepared for the various special observances within the period and sketched plans for further promotion of same. By common consent, and with appreciation, the Board approved the plans as outlined.

General Education Emphases for the Current Year

Referring to a portion of his general report the Executive Secretary focused specific attention upon his recommendation for general emphases for the year 1942-43. His recommendations were as follows:

"That major attention continue to be focused on the local church situation - on local church school efficiency and expansion - on the effective development of local church and church school activities and age group organizations - and on helping to make the local church's educational program a truly integral part of the work and program of the Church itself."

That we work at the above tasks by -

- (a) "An aggressive prosecution of the United Christian Education Advance.
- (b) By the continuance and expansion of the "Staff Team" plan and the expansion, if possible, of the general field program.
- (c) By the development of still closer contacts with Synodical Committees on Christian Education, to the end that they may assume greater responsibility for educational supervision within their respective areas.
- (d) By the continued aggressive promotion of denominational summer schools and camps and an increasing program emphasis at such sessions on "The Church" and on local church needs.
- (e) By the continued production of educational guidance materials, books, and church school periodicals and lesson materials - constantly pointed toward the specific and direct needs of the local church, which it is our responsibility to serve ever more effectively."

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It was -

VOTED - that these recommendations be accepted and that the Board approve these emphases for the coming year.

The proposed Constitutional Revision of the Statement of Duties of the Board of Christian Education and Publication

It was reported that the Blue Book of General Synod contained a proposal made by the Special Committee on Constitutional Revision for a rather drastic revision of the statement of duties of the Board of Christian Education and Publication. It was explained that this proposed revision had at no time been submitted to the Board for consideration. It was pointed out that in certain respects the proposed statement did not seem to do full justice to the Board's functions and therefore that a counterproposal might be in order.

After a very thorough and extended discussion of this matter, it was -

VOTED - that the Board draw up a re-statement of "duties" as indicated by Dr. Keppel with the addition of the phrases "in accordance with the doctrinal positions and policy of the Evangelical and Reformed Church as determined by the General Synod. It shall assist congregations in making that program a vital part of congregational life and work."

It was -

VOTED - that a copy of this statement be sent to the district Synods that have not yet met with the request that they overture General Synod in accordance with the Board's proposal.

By common consent it was agreed that a copy of this statement should also be sent to Dr. Goebel. The chair appointed Prof. Wehrli, Dean Mueller and Dr. Keppel as a committee to draft the substitute statement of duties.

At 10:20 o'clock the Board voted to adjourn and to reconvene at 9:30 on Wednesday morning.

* * * * *

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Wednesday Morning - 9:30 o'clock

Dr. A. N. Sayres, Presiding

Devotions were led by Prof. H. A. Pflug.

The presence of Miss Morrow was recognized and she was presented.

Report of the Business Committee

The president of the Board explained that the minutes of the various business committee meetings constituted the committee's report. The purport of these minutes having already been incorporated in the minutes of the Executive Committee, no further action was deemed necessary.

Report of the Executive Secretary on Real Estate

Presentation of 1941 Financial Statement and Auditor's Report

Dr. Keppel presented his report on Real Estate as printed in the volume of reports. He also presented for approval the 1941 Financial Statements and the Auditor's Report covering the Real Estate Department.

It was -

VOTED - that the Board accept the report with thanks and approve the financial statement and auditor's reports as presented.

Report of Joint Committee on Refinancing
Schaff Building Mortgage Loan (Executive Session)

With regard to the specific capital indebtedness, it was -

VOTED - that the Board endorse the plan proposed by the Business Committee as well as the negotiations to date with the Prudential Insurance Company.

Negotiations with Mortgagee re:

Amelioration of Terms of Present Mortgage Extension Agreement
(Executive Session)

It was furthermore -

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VOTED - that the Board not only approve the negotiations that are in process, but that in the event of their failure, recommend that the whole issue be shared with the Administrative Committee of the Church for counsel and instruction.

With regard to the proposed change of corporate name and the change of the present real estate functions of the Board of Christian Education, the following action was taken:

It was -

VOTED- that the present corporate name, "The Board of Christian Education of the Reformed Church in the United States" be changed to some such name as "The Schaff Building Board" or to some other equally descriptive name unrelated to the Board of Christian Education & Publication, and that subsequent to such change of corporate name, the corporation become a subsidiary of the Board of Business Management in accordance with the proposed plan of said Board.

Report of the Building Superintendent

In the absence of Mr. W. Leslie Shank, Dr. W. Sherman Kerschner read Mr. Shank's report as printed in the Annual Volume. It was -

VOTED - to accept the report with thanks.

Department of Business

Report of the Executive Secretary on Business and Presentation of 1941 Financial Statement and Auditor's Report

Dr. Keppel presented his report on Business as printed in the volume of reports. It was -

VOTED - to receive the report with thanks and to accept and approve the 1941 financial statement and auditor's report.

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The matter of relocating Heidelberg Press in other Schaff Building quarters was discussed at great length. It was finally -

VOTED - to let the matter stand as is, unless prospects for renting Miller Hall to another tenant materialize.

By common consent it was agreed that this whole matter be left in the hands of the Business Committee with power.

Departmental Reports

(a) Book and Supplies

The report of the Book and Supply Department was presented by Mrs. Elizabeth Simpson, Director of the Supply Department.

It was -

VOTED - to receive with thanks this report.

(b) Attention was also called to the statistical supplement appearing on Page 147 of the Annual Report.

General

Status of Board's Uniform Pension Plan

Dr. W. Sherman Kerschner, member of the Board's Special Pension Committee, and also Chairman of General Council's Special Committee on Pensions, reported on plans and developments to date. A lengthy discussion followed. It was finally -

VOTED - that the Board instruct the Executive Committee to proceed at once in making arrangements for all the ordained men, who are employed by the Board to share in the present Church's Pension System.

It was furthermore -

VOTED- that the Executive Committee be instructed to proceed in the matter of providing retirement income for all employees of the Board immediately following the June session of General Synod.

Noon recess time having arrived the Board adjourned at 12:25 o'clock for luncheon at the Robert Morris Hotel.

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Wednesday Afternoon - 2 o'clock

Dean Th. W. Mueller, presiding

By common consent it was agreed that the agenda item next scheduled under the title of "Problems involved in Transfer of Property and Business, Ongoing Business Management and Board Incorporation" had already been taken care of in the previous discussion on Real Estate and Business.

Report of Special Committee on Dr. Hauser's Retirement
(Executive Session)

It was agreed that the matter of Dr. Krampe's resignation and the problem of his retirement should also be considered along with the retirement plans for Dr. Hauser. Dr. W. Sherman Kerschner brought the report for the Committee of which Dr. John W. Myers was Chairman. After a thorough discussion of the various factors and involvements, it was -

VOTED - that Dr. Hauser be retained as a part-time employee subject to assignment by the Executive Secretary, and that his part-time salary be set at \$1000. per year beginning June 1942.

It was -

VOTED - that Dr. Krampe's resignation, as of January 1, 1942, be accepted with deep regret; that Dr. Rettig keep in touch with Dr. Krampe's situation and inform the Executive Secretary if and when the Board may be of financial assistance; that the Executive Secretary inform Dr. Krampe that his resignation has been accepted with deep regret and thank him for the splendid contribution which he has made to the work of Christian Education throughout the year.

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Election of Staff Members (Executive Session)

The following staff members were re-elected for a term of one year:

Miss Bernice Buehler,	Director of Children's Work
Rev. Fred D. Wentzel,	Director of Youth Work
Rev. T.C.Braun,	Director of Leadership Training
Dr. C. A. Hauser,	Part-time Special Staff Member
Dr. David D. Baker,	Director of Missionary Education
Rev. Fred E. McQueen,	Editor, Church School Publications
Dr. E.A.G. Hermann,	Associate Editor, " " "
Miss Rose Marie Kniker,	" " " " "
Miss Marie Rose Rimmel,	" " " " "

At this point Dr. Keppel outlined the specifications that he conceived for a proposed new position which he advocated, to meet growing needs in the periodical phase of the Board's work. For want of a better title the position was labeled "Literature Consultant." Dr. Keppel recommended for employment Miss Greta P. Hinkle. After a thorough discussion, it was -

VOTED - to employ Miss Greta P. Hinkle
for the position of Literature
Consultant at a salary of \$1600.
per year, employment to take place
immediately.

It was -

VOTED - to increase the salary of the Executive
Secretary by \$400.00 per year, and it
was agreed that one-fourth of his salary
be drawn from the Business Department
funds, one-fourth from the Real Estate
Department funds, one-fourth from the
Periodical Department funds, and one-
fourth from the Educational Department
funds.

Report of Special Committee on Revised Statement of Duties
of Board of Christian Education and Publication

Prof. Wehrli brought the report for the Committee, recommending that the following statement of duties be that proposed by the Board to the district Synods that have not yet met, and that in accordance with previous action taken, these Synods be asked to overture General Synod to accept this statement of duties as a substitute to the one being presented by the Special Committee on Constitutional Revision.

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Duties
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It shall be the duty of the Board of Christian Education and Publication to develop, promote and direct a comprehensive and unified program of Christian Education in accord with the doctrinal positions and polity of the Evangelical and Reformed Church as determined by the General Synod. It shall assist congregations in making that program a vital part of congregational life and work.

It shall establish and direct a program of leadership training. It shall develop and direct an educational and editorial policy and publish such religious educational texts, church school hymnals, periodicals and other materials as may serve the best interests of the membership of the church, assuming responsibility, financial and otherwise, for such publications.

It was -

VOTED - that the Board approve and adopt
this statement as presented.

Appointment of Committees

(a) Editorial Board and Curriculum

Members at large: Prof. H. A. Pflug
Dr. D. D. Baker
Dr. Nevin C. Harner
Miss Greta P. Hinkle

(b) Confirmation Instruction

Members at large: Rev. T. C. Braun, Chairman
Dr. Theo. F. Herman
Dr. Robert C. Stanger
Dr. W. Sherman Kerschner
Prof. H. A. Pflug
Dr. A. N. Sayres
Rev. Fred D. Wentzel

(c) Committee on Manuscripts

Members at large: Rev. T. C. Braun, Chairman
Prof. A. G. Wehrli
Dr. Richard Rettig
Miss Greta P. Hinkle

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(d) Transfer of Property & Business and Board Incorporation

By common consent it was agreed that no committee be appointed to serve in this capacity but that these matters be handled by the Board of Business Management in conjunction with the Executive Committee, if problems warrant.

(e) Special Committee on Cleveland World Conference of Missions

Members at large: Dean Th. W. Mueller, Chairman
 Prof. A. G. Wehrli
 Prof. H. A. Pflug

Appointment of Representatives to:

(a) The International Council of Religious Education

Dr. A. N. Sayres
 Dr. John W. Myers
 Dr. Robert C. Stanger
 Dr. A. R. Keppel

(b) Committee I - Uniform Lesson Series

Rev. Fred E. McQueen
 Rev. Fred D. Wentzel
 Rev. T. C. Braun
 Dr. E. A. G. Hermann

Committee II - Graded Series

Rev. Fred E. McQueen
 Rev. Fred D. Wentzel
 Rev. T. C. Braun
 Miss Rose Marie Kniker
 Miss Bernice Buehler

(c) Council of Church Boards of Education

Dr. A. R. Keppel
 Rev. Fred D. Wentzel

Plans for the June Meeting of General Synod

By common consent it was agreed that Dr. A. N. Sayres, President of the Board of Christian Education and Publication should speak for the Board at the Cincinnati Meeting of the General Synod when the Board work is before the house.

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Date for Next Annual Meeting

It was -

VOTED - that the 1943 Annual Meeting for the Board be set for May, the exact date to be left to the determination of the Executive Committee.

Closing Devotions and Adjournment

The closing devotions were led by Dr. Robert C. Stanger.

The Board adjourned at five o'clock.

Respectfully submitted,

ROBERT C. STANGER

Secretary

MINUTESOf TheSPECIAL MEETING OF THE BOARD OF CHRISTIAN EDUCATION AND PUBLICATION

Schaff Building
Philadelphia, Pa.

July 10,
1942

On the above date the Board of Christian Education and Publication met in special session in Philadelphia, Pennsylvania. The meeting was held in the Schaff Building in the office of the executive secretary, and was called to order at 9 a.m. by the Chairman, Dr. A. N. Sayres. The opening devotional service was conducted by Rev. Richard Rettig.

The roll call established the presence of the following members: A. N. Sayres, Sherman Kerschner, Theo. Mueller, Mrs. Sarah Corman, Martin Witmer, Richard Rettig, Theo. F. Herman, Robert C. Stanger, and the executive secretary, A. R. Keppel. Excuses were recorded as received from Mrs. Emma Bomhard, A. Wehrli and R. Krause.

The agenda for the meeting was adopted as presented.

The first item of business was the organization of the Board following the General Synod elections. It was reported that the terms of Theo. Mueller and W. Sherman Kerschner had expired and that both were re-elected by General Synod. The Chairman then reported the action of the meeting of the original eight members, held at Cincinnati, to select additional Board members. A motion was made and carried to declare this action invalid. The eight duly elected members then went into executive session. A motion was made to nominate Mrs. Sarah Corman as the additional woman member of the Board. The motion was carried and the secretary cast a unanimous ballot and Mrs. Corman was declared elected. A motion was then made to proceed by secret ballot for the election of additional members of the Board. As a result of this ballot Rev. R. Rettig, Rev. R. Krause and Prof. H. Pflug were declared elected.

The total board then reassembled and proceeded to elect officers and committees, as follows:

Dr. A. N. Sayres, Chairman,
 Prof. Theo. Mueller, Vice-Chairman,
 Dr. Robert C. Stanger, Secretary,
 Prof. Martin Witmer, Treasurer,
 Dr. W. Sherman Kerschner, Additional Member of the Executive
 Committee

The above were designated to be the Executive Committee of the Board.

-2-

It was -

VOTED - to re-elect the present Business Committee, as follows:

Dr. A. N. Sayres
 Prof. Martin W. Witmer
 Prof. Theo. Herman
 Dr. W. Sherman Korschner

It was -

VOTED - To re-elect Miss Helen Morrow to serve as Assistant-treasurer.

A letter of resignation was read, presented to us by our executive secretary, Dr. A. R. Keppel. Due to the fact that he had received a call to the presidency of Catawba College he presented his resignation as executive secretary of the Board of Christian Education and Publication. This letter was received with keen regret. Dr. Sayres reported that the executive committee, in session at Cincinnati, Ohio, had accepted this resignation with regret, since Dr. Keppel felt impelled to accept the call extended to him. Upon motion duly made and supported it was -

VOTED - to confirm the action of the Executive Committee in accepting the resignation of Dr. Keppel.

The resolution of the General Synod with regard to Dr. Keppel's resignation was then read and is attached hereto.

Dean Mueller was asked to draw up a resolution expressing the sentiments of our Board, the same to be spread on our minutes, and a copy to be given to Dr. Keppel. This resolution is as follows:

The Board of Christian Education and Publication with deep regret accepts the resignation of Dr. A. R. Keppel, its executive secretary. We are profoundly grateful to him for the splendid contributions which he made to the cause of Christian education in our church during the past twelve years, laying the foundations for the united work of the united Church. By his vision, his unusual executive ability, his genial personality, his deep Christian convictions, and the whole-hearted devotion with which he gave himself to the task, he not only carried the work of Christian education to new heights in our own church but also made a significant contribution to interdenominational work of Christian education. We pray for him God's richest blessings as he continues to give himself to the task of Christian education in his new field of labor.

-3-

The minutes of the Executive Committee Meeting held in Cincinnati, Ohio, on June 27, 1942, were presented. A copy is attached hereto. The arrangements regarding the transition, proposed by the Executive Committee to Catawba College (as per minutes attached), were approved. The Committee on Personnel (Dr. Stanger, Dr. Kerschner, Dr. Herman, Dean Mueller, appointed by the Executive Committee, was approved.

The Committee on Personnel then reported through its Chairman, Dr. Stanger. He reported the careful survey of the field of candidates for the office of Executive Secretary. Many able men were considered. The Committee deemed itself fortunate in being able already to recommend Dr. Paul V. Taylor, returned missionary from China, to be considered for election to the office of Executive Secretary. It was the well considered judgment of the Committee that he had the "all-around" qualifications fitting him admirably for this post. After considerable discussion, a motion was presented and duly supported, and then carried, that a vote be taken at once by secret ballot, and that the absentee members be informed by mail of our recommendation and be asked to cast their ballot by mail. This motion was tabled, and a recess was taken, due to the noon hour.

The members of the Board then proceeded to the lovely home of Dr. and Mrs. Keppel, where we enjoyed the splendid hospitality of our genial friends. A fine luncheon was served under the trees on the spacious lawn. Dr. Paul V. Taylor was our guest at the luncheon hour and all present had the opportunity of interviewing him and becoming better acquainted with him.

The session was resumed after the luncheon. It was -

VOTED - that we nominate Dr. Paul V. Taylor for the office of Executive Secretary of the Board of Christian Education and Publication, to succeed Dr. Keppel.

The last motion of the morning having been withdrawn, it was -

VOTED - that we elect by secret ballot and that the absentee members be asked to vote also, and that the ballots be opened in the office of the Executive Secretary on or before July 22nd.

It was agreed that Dr. Sayres and Dr. Kerschner be appointed as a sub-committee to open the ballots and to handle any problems which may arise.

It was -

VOTED - to set the salary at \$4,000 per year plus \$900 rental allowance, to begin on September 1, 1942.

-4-

It was agreed that the matter of interim compensation during the "understudy" period be adjusted in conference with Dr. Taylor and the Board of International Missions by the sub-committee on election.

It was -

VOTED - that we inform Dr. Taylor that he is being favorably considered and that a poll of the Board is being taken and that he will be notified on or before July 22nd, and that we ask him to give us priority on his services until that time, and to make no other commitment.

It was -

VOTED - that the name of Martin W. Witmer be substituted as Treasurer for Dr. John W. Myers on all checks after September first, also that the name of Paul V. Taylor be substituted as Executive Secretary for Dr. A. R. Keppel on all checks after September first.

The Report of the action of General Synod on the matter of religious education was presented. The statement of duties of the Board of Christian Education and Publication in the By-Laws was adopted as suggested by our Board. The resolutions of General Synod on the work of Christian education and of business and real estate were presented and are attached to these minutes.

Dean Mueller raised the question of our participation in the Missionary Congress in Cleveland in December 1942. A Committee is to approach Dr. J. J. Braun to get further information, but is not to give any encouragement on the matter of financial underwriting of the project.

On the matter of the status of the Cooperative Council on Missionary Education it was -

VOTED - that our Board go on record to say that the work of cooperative missionary education should go on, but that its success depends on the personelle involved, and that we ask Dr. Keppel to convey this point-of-view to the Cooperative Council.

A request from the Churchmen's Brotherhood that we assist in helping to subsidize their eastern convention was answered by a motion, which was carried. It was -

VOTED - that we feel unable in principle to do this.

-5-

The term of office of newly appointed board members was set as follows: Mrs. Corman, 4 years; Prof. Pflug, 4 years; Rev. Krause, 2 years; Rev. Rettig, 2 years.

The meeting was adjourned at five o'clock after repeating together the Lord's prayer.

Respectfully submitted,

ROBERT C. STANGER,

Secretary

S T A F F R E P O R T S

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SPECIAL BOARD MEETING

December 4, 1942

To the Board of Christian Education & Publication
of the Evangelical and Reformed Church

Honored Colleagues:

The Board of Christian Education and Publication called me to its service as Executive Secretary during the summer of 1942, and I assumed the responsibilities of this office on September first. During the time that has intervened since then I have been endeavoring to find my place in the organization, to carry on the work, to the best of my ability, as outlined to me by my honored predecessor, Dr. A. R. Keppel, and under the guidance, insofar as possible, of the President of the Board, Dr. A. N. Sayres.

I have likewise called upon individual members of the Educational and Business Staffs for counsel and advice on various problems that came to my attention, as well as bringing these matters to them as a group in stated meetings and informal conferences. In any meeting or consultation that has been held with the staff members, each and all were helpful and considerate and their advice, in many cases, invaluable.

Duties and Responsibilities One of my first problems was to find out just what are the specific duties of the Executive Secretary and what are his relations to the Board of Christian Education and Publication, its staff, its officers, its committees and other church and interdenominational boards. Guidance in this matter was found in the by-laws of the Board of Christian Education and Publication as recorded on pages 293 to 301 of the Board's Minutes of the Annual Meeting for the year 1939, and in the Minutes of the meeting of the Executive Committee, June 3, 1942, page 5. This latter reads as follows:

"(a) The field phase of Doctor Hauser's former work would be assumed by the office of the Executive Secretary."

The reading of the minutes of the Board and of the Executive Committee since the year 1937, and the attempt to understand the implications of the actions and discussions recorded, has been a time-consuming and rather complicated task. I would not claim that at this time I have a complete understanding of the ramifications of all the work in which the Board has a share. In this matter, I shall still need the guidance and direction of someone who understands and knows the field thoroughly.

-2-

Field Work Before leaving the employ of the Board of International Missions, I had made certain commitments in regard to public address and pulpit engagements. Many of these could be, and were, cancelled, but there were some which I felt honor bound to fill, and in the light of my responsibilities as a field worker, in Doctor Hauser's stead, I regarded these engagements as an opportunity to become acquainted with the personnel and the thinking of the Church. Many other requests, some of them strictly in the line of the Board's work, likewise came to me. More than 100 such requests had to be refused, and still it was my privilege to make fifty-four addresses and conduct nine conferences throughout the eastern and north central sections of our Church.

Basic Philosophy In preparing for these addresses, I had no precedent upon which I could go, but in searching the minutes and trying to find a basis for my thinking, and also in the preparation of materials for publication, I found the philosophy of the Board itself as recorded in the Minutes of the Annual Meeting of the Board for 1940, pages 12 and 13 -

"It shall be the policy of the Board to provide lesson materials which are expository of the Bible text based upon sound scholarship and which interpret such text in relation to contemporary life." (Page 12)

"The function of Christian education is the task of guiding and influencing the activities and experiences of growing persons in the direction of abundant Christian living; the task of helping to develop Christian persons and of helping to build a Christian Society; the task of guiding growing persons in the progressive development of Christian personality - personality built upon a belief in a real and living God and a Christian interpretation of life; personality growing out of an assimilation of the best religious experience of the race, an ever-deepening understanding of the life and teachings of Jesus and a constant and intimate relationship with Him; personality leading toward the further establishment of a truly spiritual church and a Christian order embodying the ideal of the Fatherhood of God and the brotherhood of man.

"Christian education, which is vital, is related to every phase of the whole of living, involving the family, vocation, the functions of citizenship, and the intellectual, moral and aesthetic activities. Vital Christian education is concerned with the whole of life, but it is concerned with making every phase of life Christian. The achievement of such a Christ-like life is a process which involves the progressive orientation of the whole self toward God and Man, deepening insights, growing competence in judging life's experiences, and increasing ability to carry ideas and convictions into effective action.' "

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I was extremely happy to find this official pronouncement, for this is, and has been for many years, my basic philosophy of Christian Education.

Problems receiving Immediate Attention From my study of needs in the Church, and through letters received from pastors, I realized that there is a growing demand for more emphasis on what they call strictly biblical and evangelical material. This was duly reported at the meeting of the Board of Editors where it received careful attention.

I noted with pleasure, also, in the Minutes of the Board, that this problem has been given serious thought by the Board from time to time.

From the same sources, it soon became evident to me that one of the most serious problems in the local Church at the moment is the finding of teachers and leaders adequately prepared to take over the work, in the Sunday School and in other organizations of Church life, because of the inroads that have been made upon the personnel by the drafting of so many young men into the Armed Forces of the United States, and by the shifting of population to defense plant areas.

I am glad that I am able to report that one of the problems which has been of great concern to the Board of Christian Education and Publication for several years seems to be on the way to solution. On November 30, 1942, we were able to have a joint meeting of the Business Committee of the Board of Christian Education and the Board of Business Management's Executive Committee for the Schaff Building. During this meeting, negotiations were started and plans made for the amendment of the charter in such a way that it will be possible, at some time in the not too distant future, to transfer the title of the Schaff Building, when so desired, to the Board of Business Management. At the same time, preliminary plans were formulated for the incorporation of the Board of Christian Education and Publication.

At the present time, the work which was so ably carried by Doctor C. A. Hauser, before his retirement, and temporarily transferred to other department directors, rather overloads these persons. It is our hope that this situation can be relieved before too long.

Our Open Door One of the evident trends of the day is a keener interest in the work of the Church than was the case a few years ago. Church finances, I understand, are somewhat easier than they have been for some time. This seems to me to be a golden opportunity for us to Advance in every phase of our educational program that is consistent with our policy.

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With mutual help and cooperation, and with trust in our Leader, Jesus Christ, I am confident that we shall be able to give to our Church that guidance which is both needed and desired, thus enabling the Church to develop our children and youth into loyal church members and devoted, intelligent Christians.

Respectfully submitted,

PAUL V. TAYLOR

Executive Secretary

December 4, 1942.

REPORT TO THE BOARD OF CHRISTIAN EDUCATION - DECEMBER 1942

A fairly complete report of what has been done by the Department of Literature since your Consultant began her work on May 11, 1942 is included in the recent Executive Committee Minutes which you have in your hands. I shall not take time to repeat details. Let me say in resume, however, that from the first I have set myself to the very interesting task of becoming thoroughly familiar with all phases of the work of the different departments, conferring frequently and at length with staff members.

Steadily I have been working toward the completion of the file which will show the "Periodical Picture" of every Evangelical and Reformed Church School. I, myself, typed the 2,854 cards - one for each church listed in the Blue Book and copied the data from the religious education section of the parochial reports, so that I might become familiar with names of churches, their respective synods, pastors, superintendents, etc. To this end also, I am helping to enter on these cards the quarterly orders as they come from schools, through one or the other of our three distributing agencies. Until this major task has been completed, I shall not have the basis for any intelligent approach to my field work. In sections where we discover that few schools are availing themselves of the literature their church offers, we shall probably ask Synodical Chairmen of Christian Education to arrange for conferences with church school leaders so that they may see for themselves and discuss the use of what their own church furnishes

At the invitation of the Churchmen's Brotherhood we took an exhibit of church school literature to their convention in Harrisburg, Nov. 10 and 11. The contacts were not as many as they might have been considering the number in attendance, but were of a type to prove that it was worthwhile for the exhibit to have been there.

In my previous report I failed to mention that we sent a small exhibit of Bible-Life lesson materials to a great many of the fall meetings of synods, writing both to the Presidents of the Synods as well as the pastors of the churches in which the meetings were held so that someone who was familiar with Bible-Life materials might be at hand to interpret them.

In every letter accompanying samples, we have offered consultation in the matter of selection of literature and a number of people have replied asking advice and suggestions for specific situations. If it should happen that travel would be prohibited, I can still ^{see} many opportunities for consultation by correspondence.

It has been my privilege during the past three weeks to have had the interested assistance of Miss Clara Aughinbaugh whose services I share with Mr. Wentzel. We are working to the end that she may take over a good many of the office details when I am out on the field.

I have no way of making comparisons with previous years, but it seems to me there is a renewed interest in our Evangelical and Reformed Church periodicals - especially the Bible-Life Series - very likely due to the stimulus of the United Christian Education Advance.

Greta P. Hinkle
Literature Consultant

REPORT OF DIRECTOR OF YOUTH WORK

(1) Camps. The very encouraging record of 1942 is indicated by comparative figures below:

	<u>1940</u>	<u>1941</u>	<u>1942</u>
Dunkirk Boys' Camps	73	107	...
Dunkirk Girls' Camps	163	205	...
Dunkirk Intermediate Camp	148
Dunkirk Senior Camp	135
Mensch Mill Intermediates	98	118	102
Mensch Mill Seniors	181	192	222
Johns River Valley Intermediates	38	43	57
Waveland Boys' Camp	31	54	...
Waveland Girls' Camp	59
Shady Side Senior Camp	103	95	98
Camp Mack Intermediates	...	48	75
Ohio Intermediate	86
	<u>746</u>	<u>862</u>	<u>923</u>

The Mensch Mill Board of Directors has recommended, and the Executive Committee of our Board has agreed, that in 1943 responsibility for operating the camp become the responsibility of the Board of Directors. This means that our relation to the owners and managers at Mensch Mill will be essentially the same as it is at the other camps and summer schools.

The dates of all the camps for 1943 have been set. Mr. Braun, Miss Buehler and I met on November 23d with the directors of Dunkirk, Shady Side, Mensch Mill and Mountain Lake (formerly called Potomac Synod Camp).

(2) Resource Materials. "Youth Work in the Local Church" was revised during the summer. "The Statement of Purpose" was completely rewritten. A new six-page leaflet on "Christmas Programs, Pageants and Plays" has been prepared with the help of Miss Mildred Hahn and the Rev. Paul Nagy. Beginning in January, 1943, VENTURE will carry weekly instead of monthly guidance materials for intermediate leaders. The 1943 topics for older young people are listed in the new issue of "Building Your Youth Program." A mimeographed letter has been sent to all chairmen of synodical committees on Christian education giving them the information here summarized, and a packet of all the new materials was mailed to them.

(3) Changes in Office Staff. In August Miss A. Etna Lappin, after fourteen years of faithful and devoted service, accepted a position as house mother at Ursinus College. Miss Dorothy Hale has become secretary and Miss Clara Aughinbaugh assistant. Miss Aughinbaugh gives half time to the Youth Department and half time to Miss Hinkle's work. Toward the payment of her salary a total of \$100.28 has been contributed up to date by various youth groups.

(4) Affiliates. A careful check-up of our affiliation records indicates that a total of 300 groups have affiliated with the Youth Fellowship or are in the process of affiliating. To all these groups we have mailed our new edition of "The Statement of Purpose" pamphlet and the revised report forms. All of them are being contacted by the youth members of the Cabinet with reference to making a special annual contribution toward the support of the denominational youth work.

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(5) Student Work. 2456 students have been reported to us, 867 from local pastors. This is larger by 50 than the total reported to us for the 1941-42 academic year. We have 42 student pastors. Plans are now under way to secure a full-time student worker for our group at the University of Illinois. We recommend that for the current year, the Board give \$50 toward the support of the program at the University of Illinois, and that we offer the sum of \$150 for the 1943-44 year provided a full-time worker be secured. The North Illinois Synod is now contributing \$700 and the South Illinois Synod, \$500.

(6) Youth Fellowship-Girls' Guild Relationship. Within the last month I have had personal conferences with Miss Partridge and Miss Henderson. Our special committee is to meet with representatives of The Women's Guild next Monday, December 7th, at Cleveland. Our hope is that further progress can be made in mutual understanding and cooperative planning.

Respectfully submitted,

Fred D. Wentzel

Report of the Department of Leadership TrainingDecember 4, 1942

A detailed report on our summer schools and conferences was given to the executive committee at its meeting on November 5th. The attendance at most of the schools considerably exceeded our expectations. Missouri Valley, Sunflower, and Green Lake, all of which were held for six days instead of eleven, nearly trebled in size. At the same time it became clear that other values of the longer period had to be sacrificed for the sake of this increase in attendance.

A folder announcing preliminary plans for the 1943 season of schools and camps has been prepared and distributed in a recent mailing to pastors and superintendents.

Within the last few weeks I have received a cordial invitation from the president of Peru State Teachers College, Peru, Nebraska, to hold the proposed Nebraska L.T.S. on the campus of that institution. Letters have also come from several ministers in that Synod pledging their support. The proposal is that all plans be made conditional on an advance enrollment of at least thirty-five, to be in our hands not less than three weeks before the scheduled opening date.

The executive committee also directed me to confer with the executive secretary of the Board of National Missions looking toward possible collaboration in conducting a work camp next summer. I have a letter from Dr. J. J. Braun, assuring me of his Board's willingness to cooperate with us, "if a feasible plan and program can be devised." He is writing to Rev. Stucki of the Indian Mission, Rev. Bucher of the Ozarks and Rev. Van Dyck of Biloxi to see what each has to offer in the way of work to be done and facilities to house the work groups. The next step should probably be a meeting between representatives of the two Boards to agree upon a plan and program.

In order to get it into the records, I am attaching a report on the benevolent contributions gathered at our schools and camps during 1942. If we are permitted to meet again in 1943, we should find additional ways of expressing our sense of obligation in this hour of the world's need. To that end we have been exploring the possibility of making our craft work more significant by relating it, if we can, to the needs of people. Instead of encouraging the young people to make something for themselves or something to take home with them as a gift, surely we ought to be able to find something they can make or something they can do which will help to relieve suffering somewhere or bring joy and comfort to someone in distress. We have had some suggestions from the American Friends Service Committee. It may also be that something can be done for the Japanese evacuation centers or possibly for some of our mission centers. In these and other special ways, as well as through the strengthening of our basic program, we shall seek to relate our summer projects meaningfully to the emergency of the present critical hour.

Respectfully submitted,

Theodore C. Braun

Benevolent Contributions, Summer Schools and Camps - 1942

<u>Ohio Intermediate Camp</u>	
War Emergency Relief	\$ 15.97
Board of Christian Education	17.66
<u>Dunkirk Intermediate Camp</u>	
War Emergency Relief	20.80
Fellowship Fund	15.50
Missions	15.50
<u>Senior Camp</u>	
War Emergency Relief	22.04
Dunkirk Conference Grounds	21.05
Robert Leinberger Memorial	12.00
<u>L.T.S.</u>	
War Emergency Relief	65.36
Robert Leinberger Memorial	36.55
<u>Family Camp</u>	
Missions	13.00
Board of Christian Education	49.77
<u>Mensch Mill Intermediate Camp</u>	
War Emergency Relief	77.00
<u>First Senior</u>	
War Emergency Relief	72.39
<u>Second Senior</u>	
War Emergency Relief	68.18
<u>Young People</u>	
War Emergency Relief	21.25
Fellowship Fund	20.80
<u>Family Camp</u>	
War Emergency Relief	37.28
Fellowship Fund	16.10
<u>Lone Star L.T.S.</u>	
War Emergency Relief	13.67
Conscientious Objector Fund.	13.68
<u>Missouri Valley</u> - War Emergency Relief	88.70
<u>North Star</u> - War Emergency Relief	15.88
<u>Shady Side</u> -	
War Emergency Relief	25.33
Fellowship Fund	15.00
<u>Tiffin</u> - War Emergency Relief	74.04
<u>Hanover</u> - War Emergency Relief	11.30
<u>Green Lake</u> - War Emergency Relief	92.16
<u>Sunflower</u> - War Emergency Relief	15.50
Conscientious Objector Fund	15.50
<u>Potomac</u> - War Emergency Relief	51.06
<u>Camp Mack</u> - China Relief, War Emergency Relief and	
Conscientious Objector Fund	80.00

Total \$ 1,130.02

REPORT OF THE
DEPARTMENT OF CHILDREN'S WORK

December 4, 1942

To the Members of the
Board of Christian Education and Publication:

The Children's Devotional Book

We regret sincerely that the book of devotions will not be available for Christmas. The undertaking is considerably bigger than I had anticipated. Other responsibilities also, are very urgent now. Manuscripts for seven months are on my desk. Several are exceptionally fine; one must be rewritten completely; considerable re-working and checking will be necessary. The monthly illustrations by Mrs. Burn of New York are attractive. Publication date ?? ??

The National Children's Workers Cabinet

Plans for the establishment of a National Children's Workers Cabinet were made in consultation with the Staff. These plans were considered at the Executive Committee meeting in November and approved. Letters have gone to all chairmen and members of Committees on Christian Education concerning the plan. Details of the plan are in the minutes of the Executive Committee meeting so are not repeated here. Replies from the committees will determine next steps.

Field Work

Since our April meeting Children's Workers Clinics have been held in Michigan-Indiana, North and South Wisconsin Synods. Two weeks of such clinics were called off, one because of gas rationing program, and the other because of work on the Children's Devotional Book. Seven weeks were given to work in summer schools and camps. The three week work period with children has not yet materialized for lack of time.

Children and the War

Our department must give some immediate attention to the rising tide of juvenile delinquency; increased child labor; the effect of the war on children, in order to arouse the church and home to their responsibilities to children at this time of tension. Unintentionally, but actually, children are the first casualties of war. Our church needs to be awakened to a concern not only for our own children but also for children outside our fellowship. Our children are one with the children of the world. If we would lead children to accept the Christian way we must provide now cells of living in home and church which will interpret for our children, the living truth of our Christian beliefs.

Respectfully submitted,

Bernice A. Buchler.

REPORT TO THE BOARD OF CHRISTIAN EDUCATION - DECEMBER 1942

A fairly complete report of what has been done by the Department of Literature since your Consultant began her work on May 11, 1942 is included in the recent Executive Committee Minutes which you have in your hands. I shall not take time to repeat details. Let me say in resume, however, that from the first I have set myself to the very interesting task of becoming thoroughly familiar with all phases of the work of the different departments, conferring frequently and at length with staff members.

Steadily I have been working toward the completion of the file which will show the "Periodical Picture" of every Evangelical and Reformed Church School. I, myself, typed the 2,854 cards - one for each church listed in the Blue Book and copied the data from the religious education section of the parochial reports, so that I might become familiar with names of churches, their respective synods, pastors, superintendents, etc. To this end also, I am helping to enter on these cards the quarterly orders as they come from schools, through one or the other of our three distributing agencies. Until this major task has been completed, I shall not have the basis for any intelligent approach to my field work. In sections where we discover that few schools are availing themselves of the literature their church offers, we shall probably ask Synodical Chairmen of Christian Education to arrange for conferences with church school leaders so that they may see for themselves and discuss the use of what their own church furnishes

At the invitation of the Churchmen's Brotherhood we took an exhibit of church school literature to their convention in Harrisburg, Nov. 10 and 11. The contacts were not as many as they might have been considering the number in attendance, but were of a type to prove that it was worthwhile for the exhibit to have been there.

In my previous report I failed to mention that we sent a small exhibit of Bible-Life lesson materials to a great many of the fall meetings of synods, writing both to the Presidents of the Synods as well as the pastors of the churches in which the meetings were held so that someone who was familiar with Bible-Life materials might be at hand to interpret them.

In every letter accompanying samples, we have offered consultation in the matter of selection of literature and a number of people have replied asking advice and suggestions for specific situations. If it should happen that travel would be prohibited, I can still ^{see} many opportunities for consultation by correspondence.

It has been my privilege during the past three weeks to have had the interested assistance of Miss Clara Aughinbaugh whose services I share with Mr. Wentzel. We are working to the end that she may take over a good many of the office details when I am out on the field.

I have no way of making comparisons with previous years, but it seems to me there is a renewed interest in our Evangelical and Reformed Church periodicals - especially the Bible-Life Series - very likely due to the stimulus of the United Christian Education Advance.

Greta P. Hinkle
Literature Consultant

EXECUTIVE COMMITTEE MEETINGS

June 3, 1942 Philadelphia, Pa.
June 27, 1942 Cincinnati, Ohio.
November 5, 1942 Philadelphia, Pa.
February 23, 1943 Philadelphia, Pa.

MINUTES
OF THE
EXECUTIVE COMMITTEE
OF THE
BOARD OF CHRISTIAN EDUCATION AND PUBLICATION

Schaff Building
Philadelphia, Pa.

June 3
1942

Convening of session and Prayer

Dr. A. N. Sayres, President of the Board of Christian Education and Publication convened the Committee and Dr. John W. Myers spoke the opening prayer.

Adoption of Agenda

The agenda was adopted as prepared by the Executive Secretary.

Roll Call

The following members of the Executive Committee were present:

Dr. A. N. Sayres	Dean Th. W. Mueller
Dr. John W. Myers	Dr. W. Sherman Kerschner

Dr. Robert C. Stanger expressed regret at not being able to be present.

The following members of the staff were also in attendance:

Miss Bernice Buehler	Rev. T. C. Braun
Miss Greta P. Hinkle	Rev. Fred D. Wentzel
Dr. A. R. Keppel	

Action on Minutes of Previous Meeting (April 20, 1942)

The minutes of the previous meeting, April 20, 1942, were adopted as written.

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Brief Resume of developments Since Annual Meeting

Dr. Keppel gave a brief summary of developments in the Real Estate, Business and Educational Departments since the annual meeting of the Board. He outlined the status of the Board's negotiations with Prudential Insurance Company with respect to a revision of the present mortgage extension agreement. He expressed confidence that Prudential would meet the Board's proposal which would affect the waiving of amortization payments for the current year and would continue the rate of interest at 3% if the total paid Prudential by January 31, 1943, reaches the equivalent of 5% of the total capital indebtedness. In that event, he said, the 2% over the 3% interest would be credited to amortization of the capital loan. In the event this figure of the equivalent of 5% is not reached, then the interest rate would revert to the original 4%.

In the course of Dr. Keppel's report concerning Heidelberg Press he again voiced the opinion that rental overhead costs needed to be cut if the business is to break even or show a profit. He admitted that to make such a reduction is difficult but he felt not impossible.

- (1) In the Department of Education he sketched the following developments: Miss Greta P. Hinkle has come on the job as Literature Consultant and has made a grand approach to her work.
- (2) Dr. Hauser's previous responsibilities have been reallocated among the members of the staff and the way is therefore open to continue to serve the church constituency even as it has been served under the former arrangement.
- (3) This year's Christian Education Emphasis Period seems to have been more widely observed throughout the church than in any previous year. More materials were requested by local congregations and the general reaction was far more encouraging, Dr. Keppel said.
- (4) 1942 Camps and Summer Schools season is under way and prospects look unusually encouraging, even though grave doubt had been held concerning enrolment prospects.
- (5) The Menzel book "A Missionary's Leisure in the Indian Jungle" is in process of publication and should come from the press within a very short time.
- (6) Prof. Alvin Grether's "Gospel of Mark" devotional book is also in process of publication and should come from the press within a very short time.

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- (7) The acquisition of an offset printing press was reported and prospects for netting a saving on Board printing done through this new department were explored. The entire project was given by the Executive Committee.
- (8) A very attractive General Synod Exhibit is in process of preparation. It was reported that the Board of Christian Education and Publication will share liberally in this exhibit but that also the Executive Secretary of the Board had assumed responsibility for clearing the production of photo-murals for all boards and agencies of the church in connection with this project.

Communications

Communications were presented from Rev. Elmer E. Leiphart, Dr. Alexander Toth, Dr. Roy G. Ross, and Rev. E. Bruce Jacobs.

Dr. Keppel reported on the reply which he made to Rev. Leiphart. This was approved by the Committee.

With regard to Dr. Toth's request that the Board subsidize the Hungarian Journal, it was -

VOTED - that the Executive Secretary inform Dr. Toth of the Board's inability to grant such a subsidy, but suggest to him the possibility of the publishing houses of the Church contributing to the project on the basis of advertising returns.

With reference to Dr. Ross's letter requesting special subsidies for Weekday Religious Education and the United Christian Education Advance, it was -

VOTED - that in accordance with Board action at the April Meeting, the sum of \$100 be appropriated as a special subsidy for the enlarged Weekday Department, and \$100, which was appropriated last year for the United Christian Education Advance, but never paid, be paid in accordance with our promise during the current year, 1942.

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With regard to the request from E. Bruce Jacobs, concerning Board cooperation in the Ohio Pastors' Conference, it was agreed that cooperation be extended so far as possible and that the Executive Secretary convey details of such cooperation to Rev. Jacobs.

With regard to the communication concerning constitutional revision of board duties, the Executive Secretary reported that to date the following synods had approved the Board's substitute statement of duties as submitted to them in a special Board communication: - South Indiana, Pacific Northwest, Philadelphia, South Illinois, North Illinois, East Pennsylvania. Dr. Keppel said that the approval of these six synods assures the matter official consideration by General Synod.

Items Referred to the Executive Committee by the Board
at its April Meeting

- (a) To give immediate effect to the Pension Plan to ordained men of the Board's Staff.

After a discussion of this matter, it was -

VOTED - the Executive Committee instruct the Executive Secretary to put into immediate effect the pension plan for the ordained men in the Board's employ, namely, Rev. T.C. Braun, Dr. E.A.G. Herman, Rev. Fred D. Wontzel, Rev. Fred E. McQueen, Rev. Clayton Ranek, Dr. David D. Baker. The latter two would be included in proportion to their part-time salaries.

- (b) To provide immediately, following the June Meeting of General Synod, retirement annuities for all members of the Board's Staff. It was -

VOTED - to instruct the Executive Secretary to proceed to provide annuities for all members of the Board's educational staff in accordance with the plan adopted by the General Synod.

It was furthermore -

VOTED - that a Committee composed of Dr. Keppel, Dr. Kerschner and Dr. Sayres be assigned the task of working out this problem.

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It was furthermore -

VOTED - that this same committee explore the implications of General Synod's plan for other employees of the Educational Department of the Board.

Plan for Temporary Allocation of Dr. Hauser's Duties

The Executive Secretary reported that the following temporary allocation of responsibilities formerly assumed by Dr. Hauser had been worked out in agreement with the members of the Educational Staff.

- (a) The field phase of Dr. Hauser's former work would be assumed by the office of the Executive Secretary.
- (b) The adult phase, which also embraces the young adult problem, would be assigned to the office of the Youth Director.
- (c) The weekday and vacation church school work would fall the lot of the Director of Children's Work, in consultation with the Director of Youth Work.

Plan for re-allocation of Office Space

Dr. Keppel reported that in view of the likely need for expanding the Youth Department in terms of additional clerical help, it was agreed that Mr. Wentzel occupy the office vacated by Dr. Hauser, and that Mr. Wentzel's former office be taken by Miss Greta P. Hinkle, Literature Consultant,

By common consent the Executive Committee approved this proposed reallocation,

Report on Addition to Staff of Miss Greta P. Hinkle and
Brief Outline of Her Beginning and Her Projected Program as
Literature Consultant

The Executive Secretary briefly outlined the plan of work which he conceived for this new staff member and then asked Miss Hinkle to report on developments to date. Her report obviously indicated her fine grasp of the situation and reflected splendid progress made in the short time that she has worked in her new capacity.

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Leadership Training

The report of the Leadership Training Department was presented by Rev. T. C. Braun, Director. (Copy of report is herewith attached.)

Youth Work

The report on Youth Work was presented by the Director of the Department, Rev. Fred D. Wentzel. (Brief outline of this report is herewith attached.)

It was -

VOTED - that the matter of asking contributions from individual Youth Fellowships or Federations or groups be explored and if feasible, such contribution be requested through the office of Youth Work.

It was -

VOTED - that the Executive Committee authorize the Executive Secretary to employ an additional secretary to serve in the office of the Department of Youth Work with part-time responsibility. The balance of this new employee's time would be given to Miss Hinkle in the Department of Literature.

The following qualifying motion pertinent to the previous action was carried. It was -

VOTED - that the actual employment of this new person be postponed until the Director of Youth Work has some indication that sufficient money will come from Youth Fellowships and Federations to underwrite this additional expense.

Children's Work

The Children's Work report was presented by Miss Bernice Buehler. (Digest of the report is attached.)

It was -

VOTED - to endorse the plan outlined by Miss Buehler for a Children's Workers' Cabinet and refer same back to Miss Buehler and the staff for further study, implementation and action.

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It was -

VOTED - to release Miss Buehler from the Board's previous assignment to attend the Presbyterian Conference full time, and instead to ask her to attend but the last three weeks, so that she might have sufficient opportunity to do intensive work on the proposed Children's Devotional Book.

It was suggested that an effort be made to secure Miss Esther Freyvogel as a substitute for Miss Buehler at the Presbyterian curriculum Conference, and it was furthermore suggested that we approve Miss Buehler's suggestion that she work in consultation with Mrs. Sara Corman in planning the outline for the proposed Children's Devotional Book.

It was deemed mandatory by the Committee that this latter project be gotten under way at the earliest possible moment.

Publications

(a) Status of Departmental Graded Materials

In view of the fact that the decision regarding the feasibility of our continued cooperation with the Presbyterian Board in the preparation and publication of graded lesson materials rests upon the outcome of the Presbyterian Curriculum Conference - it was -

VOTED - that we authorize the Executive Secretary, in consultation with those members of the Educational Staff whom he is able to readily contact, to proceed with whatever action is necessary following the outcome of the Presbyterian Conference. It was understood that the staff's recommendation with regard to appropriate action in this respect be checked with the President of the Board, Dr. A. N. Sayres, before final disposition is made.

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(b) Price Increases of Publications

After a careful survey of increased publication costs of the Board's various periodicals and lesson materials, it was -

VOTED - that the Executive Committee approve the following price increases -

	(old)			Rates per Year			(new)		
	25 /	5-25	single	25 /	5-25	single	25 /	5-25	single
FRIENDS (weekly)	.32	.40	.45	.40	.48	.60			
TREASURE "	.50	.60	.65	.60	.64	.72			
VENTURE "	.50	.60	.65	.60	.64	.72			
YOUTH "		.96	1.10	.96	.96	1.10			
BUILDER (monthly)	.84	.84	1.00	.96	.96	1.10			

Status of the United Christian Education Advance in the Evangelical and Reformed Church

Dr. Keppel reported that the response on the part of the local churches to the Board's promotion of the United Christian Education Advance was most encouraging. He said that many letters are being received daily expressing appreciation for the Board's materials that have been prepared and for the general effort that is being made in behalf of this Advance Movement. Mr. Keppel expressed the opinion that the Advance would only begin to hit its stride by the Fall of 1942.

Status of Manual for Confirmation Instruction

(Brief summary of Mr. Braun's report to the Executive Committee is herewith attached.)

Preparations and Plans for General Synod

Careful consideration was given to the matter of Board Member election, which problem will of necessity have to be faced at the time General Synod meets in June. In view of a few uncertainties as to term of office of certain present members of the Board of Christian Education and Publication, the following interpretative action was taken.

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It was -

VOTED - that it shall be the understanding that the four people who were elected two years ago by the eight who were chosen by General Synod shall be understood to have been elected for a two-year term.

It was furthermore agreed that the error made at the last meeting of General Synod with regard to the failure to select a second woman member of the Board, be rectified at the forthcoming meeting of General Synod by instructing the eight who will select the four additional members to vote for three men and one woman.

Next meeting Date

It was agreed that the Executive Committee shall next meet at the call of the President.

Adjournment and Prayer

The Committee adjourned at 6:15 o'clock and Dr. W. Sherman Kerschner spoke the closing prayer.

Respectfully submitted,

ROBERT C. STANGER

Secretary

Report of the Department of Children's Work

To the Executive Committee

June 3, 1942.

The Children's Workers Cabinet

A tentative plan for the establishment of the Children's Workers Cabinet was suggested.

The Children's Devotional Book

Due to an overcrowded schedule very little has been done on the Children's Devotional Book. The suggested outline has been reworked and I have conferred with Mrs. Sara Corman concerning the outline and some of the questions that had been raised at a recent staff meeting. However, as I look over the summer schedule it seems impossible to do anything with the devotional book unless some change can be made in my schedule.

The Children's Day Program

It is entitled, "The Bible Speaks." The program is based on the Bible Life materials. To date 26,000 copies of the service and 2900 copies of the presentation have been sold.

Respectfully submitted,

BERNICE BUEHLER

REPORT OF DIRECTOR OF YOUTH WORK

Mr. Wentzel reported that the manuscript for the revised edition of the Statement of Purpose pamphlet was almost completed and that the new pamphlet would be available early in the summer. The plan is to make this as well as the 1942 revised edition of "Youth Work in the Local Church" the basis for study in the Youth Fellowship courses offered at summer schools and camps.

Mr. Wentzel also reported that advance registrations for the camps were reaching the office at almost the normal rate, and that, according to all present indications, the camps would be well attended.

After presenting a job analysis of the work being done by the Youth Department and recalling that the Youth Cabinet had several times urged the employment of additional help, Mr. Wentzel recommended that an assistant to his secretary be secured. He suggested that the assistant might render some service also in the office of the Literature Consultant.

Respectfully submitted

FRED D. WENTZEL

June 3, 1942.

R E P O R TLEADERSHIP TRAINING DEPARTMENT

Mr. Braun's report had to do chiefly with plans for the coming series of summer schools. These, he said, were rapidly nearing completion and registrations were coming in steadily, although not in sufficient volume to indicate what the total response might be.

Word had come from the Committee on Christian Education of Pacific Northwest Synod that the Pacific Northwest L.T.S. had been cancelled because of the war emergency and from the Ministerial Union in New Orleans that the Gulf Coast L.T.S. would not be held due to an expected small enrollment.

Mr. Braun also reported that the Committee on Christian Education for California Synod is not planning to conduct the Golden west L.T.S. this year.

Report submitted by -

TH. C. BRAUN

June 3, 1942

MINUTESEXECUTIVE COMMITTEE

Board of Christian Education and Publication
of the Evangelical and Reformed Church

Netherland Plaza Hotel
Cincinnati, Ohio

June 27, 1942

The Executive Committee of the Board of Christian Education and Publication met on June 27, 1942 in the Netherland Plaza Hotel, Cincinnati, Ohio, in connection with the meeting of General Synod. Present were:

Chairman A. N. Sayres, W. Sherman Kershner, John W. Myers, Th. W. Mueller, Robert C. Stanger, A. R. Keppel. Other Board members present were: Theodore F. Herman, Reinhard Krause, and Martin W. Witmer.

The Committee was informed of the call extended to Dr. Keppel to become the President of Catawba College. This information was received regretfully. After some discussion Dr. Keppel indicated his desire to accept this call and to relinquish the work as Executive Secretary of our Board. On motion of John W. Myers, seconded by W. Sherman Kershner the resignation of Dr. Keppel was accepted with regret. A motion was made that a Committee on Personnel be appointed to recommend a successor. The chair appointed Drs. Stanger, Kershner, Herman, and Mueller. This committee is to proceed with its work as soon as possible.

Motion made by Dean Mueller that we propose to Catawba College that the resignation of Dr. Keppel become effective on August 31st and that the responsibility for salary shift as of that date to Catawba College, and that travel involved in service to Catawba prior to that date be assumed by Catawba, and that travel involved in service to our Board subsequent to that date be borne by the Board of Christian Education and Publication. (It is understood that our Board gladly releases Dr. Keppel for service to Catawba prior to August 31st with the hope that Catawba will reciprocate by corresponding release after that date for such service to our Board as is necessary.) Motion carried.

Adjournment followed.

Respectfully submitted,

Robert C. Stanger
Secretary

REPORT OF COMMITTEE ON CHRISTIAN EDUCATION AND PUBLICATION

To the General Synod:

Your Committee has examined the report of the Committee on Christian Education and Publications as it appears in the Blue Book and also had a conference with Dr. A. R. Keppel and beg to submit the following report:

1. We are grateful to the Board of Christian Education for its concise statement concerning its philosophy of Christian Education, in which it expresses its primary concern to be; "the bringing of persons into the fellowship of the Christian Church". The Board is to be commended for its consistent efforts of inculcating these ideals into its publications. We urge all churches to include these principles in their Christian teaching.

2. We concur in the statement of the Board that the United Christian Education Advance is "the greatest single and most significant development in the entire field of Christian education" in recent years. We commit ourselves to the wholehearted prosecution of the plan and urge every charge to adopt the program with its objectives and goals under the guidance of the Board. General Synod unqualifiedly endorses this united effort and commends the Board for the publication of its excellent Standard and Manual.

3. General Synod pays grateful tribute to Dr. C. A. Hausor and Dr. E. G. Kranpe who are retiring from full time active service after years of faithful work, and who made significant contributions in the field of Christian education. Their long record of faithful service remains an inspiration for all engaged in the teaching ministry. Dr. Hausor's book, "Teaching Religion in Public Schools", has received deserved recognition, and we join with many authorities and critics in an expression of appreciation of this work.

4. Not only in the last biennium but for many years the Board of Christian Education has kept its expenditures within the limits of its receipts, and therefore deserves our commendation.

5. We fully endorse the recent appointment of Miss Greta Hinkle as Literature Consultant.

6. We express our enthusiastic approval of the Board's attention to the needs of the Children's Division, especially in the appointment of Miss Bernice Buehler as Children's Division Director, and express our deep appreciation of the essential and effective guidance she is giving.

7. The summer schools and camps conducted under the auspices of the Board merit special consideration this year, and we charge all pastors with the responsibility of working toward an increased attendance.

8. The Board is commended for the development of the unique set of educational helps known as Children's Workers Kit and Youth Workers Kit, in addition to Superintendent's Kit and we recommend that educational workers avail themselves of these valuable aids.

9. The newly published catalogue of the Religious Film Association, a very recently organized cooperative venture, of 17 denominations, including our own, is acclaimed as another progressive step in Visual Education which greatly enhances the services of the bureau of Visual Aid which has offered the Bailey Religious Art Slide collection to our groups. We take

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cognizance of this progress and encourage our churches to use these splendid means of teaching.

10. As it has been brought to our attention that one of the Board's publications, "The Builder" has a circulation of 12,000 and is not subsidized, we strongly urge the continued publication of this valuable teacher's help and suggest that some of its outstanding articles be also published in "The Messenger".

11. We urge continued cooperation of all synodical committees on Christian Education and earnestly request those Synodical Committees which have not functioned to pledge their willingness to cooperate.

12. We encourage the organizing of Youth Fellowships in local churches and the affiliation of these groups with the National Youth Fellowship.

13. We recommend to our Educational Institutions that in the employment of teachers and professors in our schools the greatest care be taken to appoint only such as are active members of a Christian Church and who have positive Christian convictions.

14. We recognize and greatly appreciate the establishing of an Education Clearance Bureau by the Board, and strongly urge the administrative officers of our schools and colleges to seek the assistance of this service in finding suitable candidates for teaching vacancies.

15. We recognize the value of the Service Library and urge church school teachers and officers to avail themselves of this free library service.

16. The value of the 1941 Lakeside Conference of Christian Education was again demonstrated, and we greatly favor such conferences in the future.

17. Experience shows a disproportionate decline of interest in the Church School among people between the ages of 16 and 30. We believe this lack of interest is caused by a corresponding apathy on the part of the parents of this age group. Therefore, we recommend the Board develop a program to attract the adults into the Church School.

18. We commend Dr. A. R. Keppel for his untiring efforts in the promotion of the work of Christian Education.

Respectfully submitted,

Revs. Scott R. Wagner, D.D. Chairman
Gerhard A. Friz, Secretary
Carl F. Herman
E. W. Berlekamp
Erwin H. Bode
Walter L. Obold, D.D.

Messrs. Herman Onken
Henry W. Sharadin
Donald L. Helfferich
O. C. Grueninger

SUPPLEMENTARY REPORT OF THE
COMMITTEE ON CHRISTIAN EDUCATION AND PUBLICATION

To the General Synod

Your Committee, having been informed that Dr. A. R. Keppel had tendered his resignation as Executive Secretary of the Board of Christian Education and Publication in order that he might accept the presidency of Catawba College, feels constrained to submit the following additional resolution:

We are deeply indebted to Dr. A. R. Keppel for the splendid contributions he has made to the cause of Christian education in our Church. For the past six years he has served as the very capable Executive Secretary of the Board of Christian Education and Publication of the Evangelical and Reformed Church and prior to that time he held a like position in The Evangelical Synod of North America. His untiring efforts, his zeal, his outstanding ability, his profound Christian convictions, and his genial personality have made the work of Christian Education in our denomination truly significant and have done much to influence the trend of Christian education in evangelical Protestantism, for all of which we are truly grateful. However, it is with a feeling of sincere regret that we accept his decision to resign. Our hearty and sincere wishes for God's richest blessings upon him and his work accompany Dr. Keppel into his new field of labor.

Respectfully submitted,

Revs. Scott R. Wagner, D.D., Chairman
Gerhard A. Friz, Secretary
Carl F. Herman
E. W. Berlekamp
Erwin H. Bode
Walter L. Obold, D.D.

Messrs. Herman Onken
Henry W. Sharadin
Donald L. Holfferich
O. C. Grueninger

REPORT OF COMMITTEE ON BUSINESS MANAGEMENT

To the General Synod:

Your Committee, after examining the matters pertaining to this subject which appear in the Blue Book, and also those items which have been referred to it, submits the following for your consideration:

We recommend that General Synod commends the Board of Business Management for its competent work in a very difficult task, and assures the Board of its complete confidence in them that they will be able to arrive at an early solution of the many problems with which they have been entrusted.

THE SCHAFF BUILDING

General Synod is glad to recognize the successful management of the Real Estate and Merchandising departments of the Board of Christian Education and Publication as contained in their report to the Board of Business Management. We rejoice that under the able leadership of Dr. A. R. Koppol, the Schaff Building report shows a steady increase of building yield, enabling the payment in full of all necessary expenses of upkeep, repair, and interest and the amortizing of about 1% of the mortgage loan in 1941. We commend this Board for its cooperation with the Board of Business Management, which ultimately will assume total responsibility for this business enterprise.

Respectfully submitted,

Revs. Henry W. Dinkmeyer, D.D., Chairman
Harlan J. Miller, Secretary

John Scheib

John R.C. Haas, D.D.

Floyd R. Shafer

Messrs. H.H. Webbink

C.W. Hess

Dr. Charles P. Rico

C.A. Wiechering

C.E. Zimmerman

Philip Goebel

M I N U T E S

EXECUTIVE COMMITTEE

Board of Christian Education & Publication

Schaff Building
Philadelphia, Pa.November 5
1942

The meeting was called to order at 9:45 a.m. by Doctor A. N. Sayres. The opening prayer was made by Professor Witmer.

Those in attendance were, Dr. A. N. Sayres, Dean Th.H.Mueller, Prof. Martin W. Witmer, Dr. Paul V. Taylor, Rev. Th. C. Braun, Miss Bernice Buchler, Rev. Fred D. Wentzel, and Miss Greta P. Hinkle.

Those absent - Dr. Robert C. Stanger and Dr. W. Sherman Kerschner.

Adoption of the Agenda

The agenda as prepared by the Executive Secretary was adopted.

Report of Board Representative to Inauguration of
Dr. A. R. Keppel as President of Catawba College

Dr. A. N. Sayres, President of the Board, reported that he had attended the inauguration of Dr. Alvin R. Keppel as president of Catawba College, Salisbury, N.C., on Saturday, October 24, 1942, as the Board's official representative, and that he was very well pleased with the reception accorded Doctor Keppel. The trust and confidence Dr. Keppel has been able to inspire in the people augurs well for the future of the college.

Report of the Executive Secretary

Dr. Paul V. Taylor, Executive Secretary of the Board of Christian Education and Publication, read his report, which was received and filed. (report appended.)

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Report of the Director of Children's Work

Miss Bernice Buehler, Director of Children's Work, read her report, which was received and filed. (report appended)

Vote 1 It was

VOTED - that the Children's Devotional Manual being prepared under the direction of Miss Buehler, be completed as quickly as possible, and published and marketed as soon as ready.

Editor's Report

The report of the Editor-in-Chief, Rev. Fred E. McQueen, was read by the Executive Secretary, received and filed. (report appended)

Report of the Director of Youth Work

Rev. Fred D. Wentzel, Director of Youth Work, made his report verbally. The report was received and ordered to be written later and filed. (report appended)

Mr. Wentzel gave a very clear report on camp work in the past, and placed before the Executive Committee queries and suggestions for future work. After reviewing, at some length, these suggestions, it was-

Vote 2 VOTED - to approve the recommendation of the Board of Directors of Camp Mensch Mill (contained in Mr. Wentzel's report) that the Board of Directors of Camp Mensch Mill assume complete responsibility for the business administration of the said camp.

Honoraria

The question of paying honoraria for instructors at camps was raised and discussed. It was -

Vote 3 VOTED - to observe our usual policy in granting honoraria to those who assist in the work of our summer camps.

Policy

It was expressed, as a consensus of opinion, that, as a matter of policy, no department or member of the Board should solicit funds for needs in the offices.

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Budget Policy

The Executive Secretary asked for guidance in the matter of budget control and was informed that all budgetary matters are under the control of the executive secretary; he may shift funds from one item to another. The Executive Committee has authority to approve these actions, post facto.

Letter to Synodical Committees

After a brief discussion regarding the advisability of keeping the Synodical Committees on Christian Education informed about the Youth Program for War Time, it was -

Vote 4 VOTED - that Mr. Wentzel should dictate a letter to the chairmen of The Youth Work Committees in the several synods, informing them of the work of the Church, in carrying out a "Youth Program in War Time."

Report of the Literature Consultant

Miss Greta P. Hinkle, Literature Consultant, read her report which was received and filed. (report appended)

Following the reading of Miss Hinkle's report, she stated that she would appreciate the opportunity and liberty of checking over several lists of names being supplied with literature from both Eden and Central Publishing Houses, as this would greatly aid her in one branch of her work. She would thereby be enabled to have a complete record of the various types of literature being used in different parts of the country. After her thorough explanation for her reasons for these lists, it was -

Vote 5 VOTED - that Miss Hinkle study the records of sales of periodicals through the Eden and Central publishing houses, in the same manner as she is doing with the records in Philadelphia, and that the Executive Secretary arrange with those Houses for such a study.

Report of the Director of Leadership Training

Rev. Th. C. Braun, Director of Leadership Training, read his report, which was received and filed. (report appended.)

It was -

Vote 6 VOTED - that we approve Mr. Braun's recommendation that if the Nebraska Synod authorities can guarantee a school of at least 30 students for next summer, their proposal be given favorable consideration.

Summer Camp
in Nebraska

-4-

It was also -

Vote 7

Work Camp

VOTED- to authorize Mr. Braum to get in touch with the Board of National Missions, regarding a possible work-camp plan for Biloxi, Mississippi, or the Ozarks and report to us at our next meeting.

Schaff Building Title

The Executive Secretary read the section from the Minutes of the meeting of the Business Committee, held October 23, 1942. He also stated that the Board of Business Management had advised him that it is in a position to take over the Heidelberg Press and the Schaff Building. He had also been informed that he was to be the manager of both. However, there was further discussion regarding the status of the title of the Schaff Building and noted that so long as title remains in the name of the Board of Christian Education of the Reformed Church of the U.S., the Business Committee of the Board of Christian Education of the Evangelical and Reformed Church must be considered the responsible party in all questions of management. Reference was made to the vote of the April meeting of the Board, and it was -

Vote 8

VOTED - that the vote of the April Meeting of the Board, which reads,

"That the present corporate name 'The Board of Christian Education of the Reformed Church in the U.S.,' be changed to some such name as 'The Schaff Building Board,' or to some other equally descriptive name unrelated to the Board of Christian Education and Publication, and that subsequent to such a change of corporate name, the corporation become a subsidiary of the Board of Business Management in accordance with the proposed plan of the said Board,"
be referred to the Business Committee of the Board of Christian Education and Publication with full authority to act.

Retirement Plan

Miss Morrow was requested to report on what had been done regarding the matter of retirement for employees of the Board. The decision of General Synod for enrollment under the retirement plan was that 3% of the salary should be deducted from each enrollee, and to this the Board being served by the enrollee should also pay 3%, making a total of 6%, to the retirement fund. It was -

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Vote 9 VOTED - to approve the payment of an amount equal to 5% of the annual salaries of Rev. Paul V. Taylor, Rev. T.C.Braun, Rev. Fred D. Wentzel, Rev. F.E.McQueen and Rev. E.A.Hermann, respectively, to the Ministers' Retirement Annuity Fund of the Evangelical and Reformed Church, provided they severally become members of the same.

It was also -

Vote 10 VOTED - that the Executive Secretary be authorized to enroll the five persons referred to in Vote 9 in the aforementioned Retirement Plan.

Minutes of the Board of Editors Meeting
Held October 26 - 30, 1942

The Minutes of the Board of Editors Meeting were read to the Committee and it was -

Vote 11 VOTED - to receive the Minutes and approve the actions of the Board of Editors as of October 26-30, 1942, with the exception of Vote 9.

It was considered, at this time, necessary to investigate the matter referred to in Vote 9 carefully, and the Executive Secretary was instructed to communicate with Rev. Fred E. McQueen for further information. It was therefore -

Vote 12 VOTED - that the Executive Secretary and the President of the Board shall be given authority to decide the question of employing Miss Esther Freivogel, at this time, as a member of the Editorial Staff, after the Executive Secretary has had further assurances from Mr. McQueen as to the necessity and desirability of the employment.

The Confirmation Manual

It was -

Vote 13 VOTED that the Board hereby express to Rev. T.C.Braun and the staff which compiled the Confirmation Manual, its hearty appreciation for the work done, and for the splendid product, and that the Executive Secretary write to each member, expressing the sentiment of this vote.

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"Gospel of Mark" by Alvin Grether

Inquiry was made as to whether the Northwest section of the Church had been circularized for this booklet. It was -

Vote 14 VOTED - that the Executive Secretary circularize the North Wisconsin, South Wisconsin and Iowa Synods regarding the "Gospel of Mark" as edited by Alvin Grether.

The Estate of Paul C. E. Hauser

A check in the amount of \$2560.99 was received by the Board of Christian Education and Publication as a legacy from the Estate of Paul C.E.Hauser. It was -

Vote 15 VOTED - that the legacy of \$2560.99 from the Paul C.E.Hauser Estate be accepted with thanks and it be invested in an endowment fund, the proceeds of which are to be used for the educational work of the Board of Christian Education and Publication.

It was further

Vote 16 VOTED - That we authorize a temporary loan of the Paul C. Hauser Estate Funds for the publications Fund of the Board of Christian Education and Publication, with the understanding that any profits from the use of this fund be later paid into the endowment fund authorized in the foregoing Vote.

Payments for Gratis Literature

It was -

Vote 17 VOTED - that gratis literature sent out by the Board of Christian Education and Publication during the fiscal year 1942 be paid for from profits of the Periodical Department.

Director of the Cooperative Council of Missionary Education

The Executive Secretary gave a report on the meeting of the Cooperative Council of Missionary Education. It was -

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Vote 18 VOTED - that we approve the election of Dr. Karl W. Kriete to the position of director of the Cooperative Council of Missionary Education, and Mrs. David D. Baker, as his assistant. The Board is to pay its regular proportion of the expense involved.

Offset Press

The Executive Secretary placed before the Committee the matter of the Offset Printing Department. Financially, the Offset Press has not proved an asset to the Board of Christian Education and Publication, and the Executive Secretary requested an opinion from the Executive Committee regarding the sale of the Board's one-half share in the Offset Press. A thorough study as to the practical use of the machine has been made and inasmuch as the presentation of the facts regarding the Press were not favorable to the Board, it was -

Vote 19 VOTED - that the Board desires to sell its share in the Offset Printing Press, realizing the amount of its original investment if possible.

Appointment of Representatives

It was voted to appoint -

- Vote 20 (a) Paul V. Taylor, Executive Secretary, to act as the Board's representative on the Cooperative Council of Missionary Education.
- (b) Paul V. Taylor and Th. C. Braun as the Board's representatives in the Leadership Training Publishing Association.
- (c) Paul V. Taylor as the Board's representative on the Council of Church Boards of Education.

Lay Delegate to the International Council of Religious Education

It was -

Vote 21 VOTED - that Mrs. E. Roy Corman be appointed as a lay representative of the Board to the meeting of the International Council of Religious Education in Chicago, during the week of February 7, 1943.

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Executive Secretary as Representative
on other Groups.

It was -

- Vote 22 VOTED - that the name of Paul V. Taylor replace that of Alvin R. Keppel as the Board's representative in the International Council of Religious Education, and other organizations which were filled by the former Executive Secretary, in the interests of the Board.

Church of the Brethren Request

A letter had been received from the Secretary of Religious Education of the Church of the Brethren, requesting information regarding salaries for the purpose of making a comparison. The Executive Secretary read the letter before the Committee. It was the consensus of opinion that to grant their request may render them a real service, and this could be done without listing individual names. It was therefore-

- Vote 23 VOTED - to comply with the request of the Secretary of Religious Education of the Church of the Brethren for information regarding salaries paid to staff members and clerical assistants.

World Sunday School Contribution

It was -

- Vote 24 VOTED - to contribute \$150.00 to the support of the World Sunday School Association.

Future Fields

The question as to the line development should take within the organized work of the Board was discussed at length. Four phases of possible development were considered. (a) Adult Education; (b) Week Day Religious Education and Vacation Bible School Work; (c) Work for Service Men's Wives, and (d) Field Work.

It was -

- Vote 25 VOTED - that these items be placed on our agenda for the next meeting.

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United Service Men's Christian League

It was -

- Vote 26 VOTED - that, at present, we are not ready to make any commitment regarding the extent or type of participation we desire in the United Service Men's League, but that the Executive Secretary shall keep in touch with other members of the staff, whom he may select, and report to the Board or its Executive Committee.

Compensation Insurance

It was -

- Vote 27 VOTED - that Miss Morrow be authorized to renew our compensation insurance and place it with the Maryland Casualty Company.

Free Grants of Sunday School Literature

It was -

- Vote 28 VOTED - that we discontinue all free grants of Sunday School literature, and that any new requests from Mission churches for free grants must be made through, and with the approval of, the Board of National Missions.

It was also -

- Vote 29 VOTED - that, in cases where requests for free grants of Sunday School literature, coming through the Board of National Missions, are approved, the Board of Christian Education and Publication will make a money grant to the Board of National Missions for the purchase of said literature from the Periodical Department of the Board of Christian Education and Publication.

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Salary Adjustments

Recommendations for increases in salaries of staff secretaries were placed before the Committee by the Executive Secretary. It was -

VOTED - that increases in salaries of the staff,
Vote 30 as recommended, be granted.

The question of the next meeting of the Executive Committee was left for the Executive Secretary to decide, with the wish expressed that it might be immediately after the meeting of the International Council of Religious Education, in February of 1943.

Adjournment and Prayer

A closing prayer was spoken and the meeting adjourned at 5:45 o'clock.

Respectfully submitted,

ROBERT C. STANGER

Secretary

Recorded by PAUL V. TAYLOR in the
absence of the Secretary.

REPORT OF THE EXECUTIVE SECRETARY
BOARD OF CHRISTIAN EDUCATION & PUBLICATION
EVANGELICAL AND REFORMED CHURCH

November 5,
1942

To members of the Executive Committee:

Your Executive Secretary assumed his duties on September 1, 1942, at the same time severing his connections with the Board of International Missions. My first re-action to the work was a very deep sense of appreciation for the care and foresight of my predecessor, Dr. A. R. Keppel, in the building up of the program which it is my joy to carry on.

Since assuming office it has been my privilege, besides attending to the routine work here in the office, to make 36 addresses, and conduct nine conferences throughout the church in Wisconsin, Iowa, Northern Illinois, Pennsylvania, New Jersey and Connecticut.

I have likewise had opportunity to become acquainted with the set-up and organization of the work of the Board of Christian Education and Publication. From my point of view we are set to make rapid progress and normal development in the Periodical and Education Departments.

The Heidelberg Press is handicapped in three ways: (1) a type of organization which tends to develop internal friction; (2) certain fixed charges which seem to be out of proportion, and (3) a dissatisfied staff. These problems are further complicated by the removal of "The Messenger" subscription office to St. Louis.

The Schaff Building presents no new problems, and at the moment I have no plan to suggest for the solution of any of them.

The whole question of our relationship with the Board of Business Management is scheduled for a thorough review on November 30th. It is quite probable that we shall be able to shift some of our responsibilities for the Schaff Building and the Heidelberg Press to the Board of Business Management soon after that date. I am planning a complete re-organization of the Heidelberg Press.

One of the problems facing us in all departments is the questions of salary adjustment necessary to meet competition for workers. When a well-trained worker leaves us it is necessary, as a rule, to spend 25% more to get one with less experience in her place. It should not be necessary for a well-trained worker to inform us that she needs a raise or she will take another position. We should be in a position to anticipate any such move.

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report of the Executive Secretary
(continued)

In regard to the carrying out of the work in the offices, it has been my policy in the past, and I hope to be able to put the policy into effect here, that every person doing an important piece of work shall have an understudy and shall so delegate his or her authority that he or she is left plenty of time to do the more important things rather than to spend time on routine matters which can be done by the person immediately beneath him or her. This is being done also with view to the prevention of any lost motion in case someone is ill or has to be away from the office for a longer or shorter period of time.

Respectfully submitted,

PAUL V. TAYLOR

Executive Secretary

Report of the
DEPARTMENT OF CHILDREN'S WORK
To The Executive Committee

November 5, 1942.

NATIONAL CHILDREN'S WORKERS CABINET The most significant item in our report is the plan for the establishment of a National Children's Workers Cabinet. The Board delegated to the staff responsibility for considering ways and means of forming such a cabinet. We present for your consideration the following procedure for establishing a Children's Workers Cabinet.

A. National Children's Workers Cabinet to be created democratically by:

1. Having a person designated as Children's Worker on each Synodical Committee. The person so designated should have had some educational training and experience in working with children. This person might be one of the present committee members, or the committee might select a children's worker as coopted member of the Committee on Christian Education.
2. Establishing five (or six) area Cabinets of Children's Workers. The persons designated as children's workers (suggested in 1) of the 34 synods would be divided into five (or six) geographic groups to be known as Area Cabinets of Children's Workers. Area Cabinets would meet annually (if possible) and become a planning and executing group electing its own chairman. The five (or six) chairmen thus elected by the Area Cabinets would become duly elected members of the National Cabinet.
3. The National Children's Workers Cabinet would then consist of the chairman of each of the five (or six) area groups and two or three members at large appointed by the Executive Committee of the Board of Christian Education & Publication.

B. The National Children's Workers Cabinet can be Financed by:

1. Asking the Board of Christian Education and Publication to finance national meetings of the Cabinet at which time the programs of children's work in the denomination would be formulated and plans made to carry it back to the area cabinets, and thus to Synodical Committees and the local church.

2. Asking Synodical Committees on Christian Education to finance meetings (annual or bi-annual) of the area cabinets, at which time the national director of children's work would meet with the Area Cabinets to consider children's work of that area.

Such an organizational set-up would be a two-way process to and from the national office. Local church suggestions could be carried to the national planning group through the children's worker on the Synodical Committee and the Area Cabinet. In reverse order suggestions and helps from the national planning group could be carried back to area meetings, Synodical Committees, and local church groups.

THE CHILDREN'S DEVOTIONAL: As recommended at the last meeting the Director re-worked the suggested outline for the devotional. This was checked with Mrs. Corman. Due to summer schedules of both Mary Roberts and myself, and Dr. Keppel's resignation we did not approach writers until the first week of September. At that time we were working toward Christmas as a publication date. The artist has nearly completed her work, three manuscripts have been received to date. One of these is excellent, the others will need considerable revision. Question, when shall we release the book?

THOUGHTS OF GOD FOR BOYS AND GIRLS AT CHRISTMAS A Christmas edition of the Lenten devotional has been prepared by the Connecticut Council of Churches under the editorship of Edith Walker. We are making it available to our churches.

FIELD CONTACTS

Field contacts during the summer months were through the Leadership training schools at Fulton, Missouri; Lake Minnetonka, Minn; Newton, Kansas; Green Lake, Wisconsin, and Mensch Mill Family Camp. Mary Roberts gave four weeks to camps at Dunkirk and Mensch Mill Family Camp.

In September I took part in the New York Synodical meeting of the Women's Guild. In October I conducted a series of eleven Children's Workers' Clinics in the North and South Wisconsin areas. Projected Clinics in two Synods were cancelled because of gas situation and the devotional.

An interesting follow-up has come out of one of the meetings in the South Illinois Synod. Mrs. Weinel of Columbia, Ill., reproduced in slides and with record a report of a dramatization prepared by her children based upon a project of the Bible-Life Lessons.

WORK PERIOD WITH CHILDREN

Because of the time schedule I have not been able to set up a three week work period with children as the Board voted at the annual meeting. I have been invited to Bensenville for a period of work with their children at which time I will contact groups in and around Chicago. I had planned to do this in November but could not because of the devotional. Expect to follow through the plans in January.

Respectfully submitted

BERNICE A. BUEHLER

Director of Children's Work

Report of the Director of Youth Work

November 5, 1942

Mr. Wentzel reported on (1) camps, (2) new and revised resource materials, (3) changes in office staff and contacts with the field.

(1) Camps. The intermediate and high school enrollments for 1942 were better than ever. Co-education in the two Dunkirk camps worked out well. The new Ohio camp for intermediate boys and girls enrolled 86, - 6 more than the announced limit. The Mensch Mill Board of Directors has taken action recommending that beginning with the summer of 1943 the Board of Directors assume the responsibility for operating and managing the camp. The Board of Christian Education would continue to bear responsibility for the educational program, but would no longer buy food, hire helpers, etc.

Mr. Wentzel recommended (a) that the Executive Committee authorize the payment of honoraria to the four instructors serving in the Ohio Intermediate Camp and (b) that the new plan for the management of Camp Mensch Mill be approved.

(2) New and revised resource materials. "Youth Work in the Local Church" was revised and reprinted during the summer. "The Statement of Purpose" pamphlet was completely rewritten by the director of youth work. It is illustrated by eight drawings made by Harold Minton. With the help of Miss Mildred Hahn and the Rev. Paul Nagy, a new six-page leaflet on "Christmas Programs, Pageants and Plays" has been prepared and copies are to be included in the general mailing of November. Beginning with January, 1943, VENTURE will carry weekly instead of monthly guidance materials for leaders of intermediate groups.

(3) Changes in office staff. Acting in accordance with the decision of the Executive Committee at its June meeting, a letter was sent out to all the members of the Youth Cabinet requesting a judgment about the employment of additional secretarial help. Fifteen members replied, all favorably. The only question raised was with reference to the wisdom of asking the exact sum of \$5 of each affiliated youth group. It seems better to make this a flexible amount, varying with membership and financial ability.

Before Dr. Keppel left the office, he and the Director agreed concerning the employment of Miss Dorothy Hale on half time during September and October and full time thereafter. In August Miss A. Etna Lappin, who had served efficiently and devotedly for a period of fourteen years, accepted a position as house mother at Ursinus College. Miss Hale has therefore been asked to become secretary, and Miss Hinkle and Mr. Wentzel have secured Miss Clara Aughinbaugh, of Frenchtown, New Jersey, as assistant. The understanding is that Miss Aughinbaugh will begin on Monday, November 9th, and that she will give half time to Miss Hinkle's work and half time to the Youth Department.

(4) Field Contacts. The major field work of the last two months has included rally day addresses in Milltown, New Jersey, and in Pottstown; a youth conference of the Toledo Federation; a meeting in New York City of the administrative committee of the United Christian Youth Movement; a four-day meeting in Chicago of the I.C.R.E. Committee on the Religious Education of Youth; the annual meeting of the Mensch Mill Board of Directors. A mimeographed letter has been sent to all chairmen of synodical committees on Christian education, calling attention to new and revised materials and asking for information on adaptations of youth programs in the light of war conditions. This information is to be used in the December issue of "News for Leaders of Youth", which will deal with "Youth Work in War Time."

Respectfully submitted,

Fred D. Wentzel

To the Members of the
Executive Committee
Board of Christian Education and Publication

Routine problems continue to occupy the major portion of the time of the editors. We are just now beginning to find the difficulties involved in our editorial work due to the requirements of the War Production Board. Although we are not hampered at the present time because of lack of materials, we have been informed that there is a possibility that we will have to reduce the number of cuts which we have heretofore had made.

In accordance with the resolution adopted at the annual meeting of the Board, I attended the Curriculum Conference of the Presbyterian Church for six weeks during June and July. This Conference dealt entirely with the Departmental Grade materials for the years 1944-47. Since we are working with the Presbyterians in producing the material for the Bible-Life lessons we naturally have much at stake here.

Last week, at the Board of Editors' meeting, a detailed report was given regarding this conference. Since Dr. Sayres and Dr. Taylor were present, as well as the other staff members, much of the information can be relayed to you directly. I thought this would be a better plan than to present a written report on the conference itself.

Respectfully,

FRED E. McQUEEN

November 5, 1942.

REPORT OF THE DEPARTMENT OF LITERATURE

What? Why? How? From various sources the questions have been coming and I have considered it one of my chief tasks to dig and delve to the end that I may be sufficiently informed to give intelligent and helpful answers.

Following the advice of Dr. Keppel, when I began my work in May, I have spent as much time as possible conferring with the various members of the Staff and others, so as to learn what challenges were being presented by the Departments, what materials recommended, and what methods and means could be suggested for the carrying out of the challenges and the use of materials. I asked advice, also, as to where I might find articles or books with which to familiarize myself not only with current trends in Christian Education, but also a bit of the historical background which led to present day procedures. And always I inquired as to what was the point of view of our Board on this trend or that procedure. I should like to express my deep appreciation for the willingness on the part of everyone to stop in the midst of pressing tasks not merely to answer my queries, but to go the second mile in giving assistance. Never for a minute have Mr. Wentzel, Mr. Braun, Miss Buehler, Mrs. Hull, Miss Nieman or any of the others indicated to me that I was a nuisance - but I know I have been.

I have constantly been working toward the completion of the file which will eventually show the "literature picture" of every E. and R. church school. I typed the 2,854 cards - one for each church listed in the Blue Book - entered from the Religious Education section of the parochial reports, the name of superintendent, pastor, total enrolment, average attendance, and checked for which age groups there was a separate class with a teacher.

When most of the Oct. - Dec. orders were in, the Periodical Department allowed me to bring the folders, a section at a time, down to my office. From these I entered on the card of each school the church school periodicals it ordered from us. At present, I am working on the cards of those schools which order through Eden - the duplicate order blanks we have here, however, show only the Bible-Life orders and that only up to Young People. I shall have to get in some other way the adult, Uniform for other departments, and non-E. and R. literature which these schools use.

I have answered requests to speak to church and church school groups on such occasions as Rally Day, a workers' conference to consider the United Christian Education Advance, Young People's Meetings, National Missions Sunday in the church school, etc. I led two classes at both the Young People's and Family Camps at Mensch Mill. As proxy for Miss Buehler, I spent four days at Montreat, N.C., as a member of the children's committee of the M.E.M. - the contacts with children's and other workers of many denominations were both pleasant and profitable. For most of a week I was at the State Sabbath School Convention at Uniontown, Pa., where together with five other denominational representatives, I had an exhibit of our church school periodicals. Among the more than 800 registered delegates, there were many E. and R. folk.

To every request for samples of our church school literature, we have complied not merely with the materials, but also with a letter of explanation, offering our assistance at any time. Interesting contacts have resulted from some of these letters. I feel the need for more follow-up correspondence, but due to the pressure of other tasks which seemed to take precedence, not much has been possible.

I have written also to every school reported to me by the Periodical Department as having asked for a discontinuance of any of our material. The purpose of the letter was to have them know we were sorry to lose even one school and to ask that they tell us in what respect the material has been unsatisfactory - if that is the case - so that we may take their comments into consideration as we plan for the future. These last two follow-ups have been possible only in the case of schools which write to The Board of Christian Education and Publication at this address. I think it is important that such correspondence be instituted in the case of samples and discontinuances at the other two addresses. However, I should not want to increase the burden of clerical work at either place, so I shall need to confer on that matter with both houses.

When all the records from the three denominational houses have been entered on my cards, I am eager - on the basis of what the picture is - to make plans for future procedures. A first step may be a request to one or more Synodical Chairmen to arrange for some personal contact with the church schools in their Synods, very few of whom may be using our denominational literature; it may be a letter to pastors and church school superintendents, calling attention to the services of this department and asking - in the instances where they are not now using our publications - whether we may send samples. It may seem imperative to do both.

I am counting on the cooperation of all three publishing houses in my endeavor to secure all the facts which will give me the basis of approach. We are eager to have all our church school leaders know what their own church provides in the way of literature, for we feel it to be the equal of any.

If I am able to judge by the letters which reach my desk, I would say that there is a renewed interest in our denominational literature, and especially the Bible-Life Series, the present stimulus being, to a large extent, the United Christian Education Advance.

Greta P. Hinkle
Literature Consultant

Report of the Department of Leadership TrainingNovember 5, 1942

When the Board met for its annual meeting in April, we were greatly concerned about the prospects for the summer. I wrote in my report, "With more and more young men from our churches entering the armed forces of the country, with many colleges and in some cases even high schools continuing their regular program through the summer, with increased pressure upon everyone not in school to be engaged in some form of work contributing to the business in which the nation is engaged, with vacations abbreviated and in some cases eliminated altogether, with restrictions on the use of automobiles and increased rates for train and bus travel -- it is evident that we face difficulties which may seriously jeopardize our work." To the instructors I wrote, "There is the possibility that a school or conference may have to be cancelled at the last moment, due to insufficient enrollments or some other unforeseen emergency."

The experiences of the summer have not only proven that I am a poor prophet but have put us to shame for our lack of faith. Although the three outlying schools for which we do not have administrative responsibility were dropped, the attendance at the others increased by 270 over last year. If we leave out of consideration these two schools on the Pacific coast and the Gulf Coast L.T.S. which did not meet and the Shady Side L.T.S. which was absorbed in the high school camp, the increase in the schools which were held was actually 368 over last year. Although it was to be expected that the age level would be down, we were agreeably surprised to find a good proportion of boys and young men in attendance at most of the schools. The detailed report of attendances follows:

	<u>1938</u>	<u>1939</u>	<u>1940</u>	<u>1941</u>	<u>1942</u>
Lono Star	65	80	63	62	61
Shady Side	128	62	53	27	--
Hanover Conference	191	220	239	198	149
Missouri Valley	132	107	119	80	217
Johns River Valley		55	60		
North Star	33	33	28	35	45
Lake Erie	234	219	257	182	123
Golden West	18	--	29	2	--
Gulf Coast	29	52	69	51	--
Green Lake	90	83	75	69	150
Sunflower	51	50	43	33	89
Tiffin Summer School	235	237	203	133	148
Pacific Northwest	71	38	30	18	--
Potomac Synod	54	63	72	75	93
Mensch Mill Y.P.	71	57	78	54	90
Camp Mack		117	--	39	106
Mensch Mill Family Camp	42	69	77	61	74
First Dunkirk Family Week				(182)*	229
Second Dunkirk Family Week				(182)*	179
	1,444	1,549	1,495	1,483	1,753

(*) Not conducted by Board in 1941

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Missouri Valley, Sunflower, Green Lake and the Young People's Camp at Mensch Mill were each held for one week instead of two. This, of course, was an important factor in bringing up the attendance - in fact, that was the reason why the time was reduced. Even so, the increase of nearly 300% in the three mid-western schools is little short of phenomenal, and the Young People's Camp at Mensch Mill was larger than it has ever been. North Star, Potomac Synod Camps and Tiffin also had very encouraging increases on a two-week schedule. The drop at Hanover - a one-week conference - and at Lake Erie were the two disappointing experiences.

This was the first year that we had responsibility for conducting the Family Weeks at Dunkirk. Dr. Keppel agreed to serve as director but cancelled this appointment when he accepted the presidency of Catawba College. At a very late date, Rev. Walter Wagner kindly consented to serve. Under his leadership the program was very successfully carried through.

Students and teachers contributed liberally to War Emergency Relief and other benevolences. A detailed account is given in the current issue of "News for Leaders of Youth." To the \$1050.02 reported there may be added about \$80.00 gathered at Camp Mack, thus bringing the total contributions for the summer to over \$1100.00

To date it has not been possible to get a complete accounting on the summer's finances. I am expecting that the increase in attendance has helped to take care of the increased proportionate cost of one-week schools as compared with two-week schools. Thus far no honoraria have been paid, except in a very few cases. Is it the judgment of the executive committee that these should be paid as usual? When invitations were sent to instructors last spring, I indicated in many instances that we might not be able to carry out our usual practice this year. My own judgment now is that we ought to pay honoraria as usual.

Surely we may interpret the support given our summer program this year as an expression of a conviction on the part of our churches that summer schools and camps are important even in times like the present. It lays upon us an obligation to continue them as long as we can. We cannot tell at this time what circumstances may restrict our work next summer but it seems very clear that we must proceed with our plans without delay. I have therefore been in touch with the various camps and campuses which we rent in order to reserve dates for 1943. The following is a tentative schedule which I should like to submit for tentative approval at this time:

Shady Side Camp	-	July 5 - 17
Ohio Intermediate Camp		August 15 - 22
Mensch Mill Camps		
Intermediate		July 5 - 17
First Senior		July 19 - 31
Second Senior		August 2 - 14
Young People		August 15 - 22
Family		August 29 - September 6
Lone Star	-	July 5 - 16
Missouri Valley		July 11 - 17

- 3 -

Dunkirk -

Intermediate	-	June 29 - July 8
Senior	-	July 9 - 18
L.T.S.	-	July 19 - 30
First Family Week	-	July 31 - August 7
Second Family Week	-	August 7 - 14

North Star	-	July 19 - 30
Sunflower	-	August 1 - 7
Tiffin	-	August 2 - 14
Green Lake	-	August 8 - 14
Potomac Synod	-	August 9 - 21
Hanover Conference	-	July 4 - 10

Last summer several ministers of the Nebraska Synod discussed with me the possibility of setting up an L.T.S. in the Nebraska Synod. They pointed out that while there were fourteen from the Nebraska Synod in attendance at the Sunflower School, all of these came great distances and at considerable cost. A school in Nebraska, they felt, would be well supported. More recently urgent requests for the establishment of such a school have come from the committee on Christian education and from the Youth Fellowship of the Nebraska Synod. The youth section at all three of the fall meetings and the entire southern section of Nebraska Synod have endorsed the proposal. My recommendation would be that we make plans for such a school on much the same basis as we did for the Sunflower school last summer, i.e. make all plans conditional on an advance enrollment of at least thirty to be in our hands not less than three weeks before the scheduled opening date. A campus at Peru, Nebraska, has been suggested as a desirable site. The facilities seem to be excellent and they have been made available to our group on previous occasions at a very low rate.

Another suggestion that has come to us repeatedly is that the Board experiment with a work camp in some needy area of our church - in Biloxi, for example, or possibly in the Ozarks. The general pattern followed by the American Friends Service Committee might be used, the purpose being to provide an opportunity for a selected number of young people to give concrete expression to their spirit of goodwill through constructive volunteer service in some area of conflict or extreme need. The suggestion has much to commend it and I should welcome some expression of opinion concerning it.

Since April a revised edition of our leadership training manual, "Your Church Helps to Train your Workers" has been issued. I directed three of our summer schools in person and made numerous contacts during my stay in the middle west. During recent weeks a large block of my time has had to be devoted to the confirmation manual since I was charged with the entire editorial responsibility. There continues to be the usual correspondence with local churches in matters of leadership education.

Respectfully submitted,

Theodore C. Braun

Report of the Committee on Confirmation Instruction

November 5, 1942

In previous meetings the Executive Committee and the Board have given approval to a statement of purpose and scope for the new confirmation manual as well as to an outline and various other specifications proposed by the committee. In later planning it was decided to give somewhat fuller attention to Christian doctrine than the original statement of purpose and the outline seemed to suggest. Study 8 on the Apostles' Creed was added and the section on the Church was divided into two parts: a) The Christian Church and b) Christianity in Action. The outline as revised is as follows:

Introduction

Study 1: A New Venture

The Christian Guide Book

Study 2: The Bible and Its Use
 Study 3: A Glimpse at Its Contents
 Study 4: How It Was Written

Christian Beliefs

Study 5: About God
 Study 6: About Jesus
 Study 7: About Ourselves
 Study 8: The Apostles' Creed

The Christian Way of Life

Study 9: Trust in God as Jesus Did
 Study 10: Care for Others as Jesus Did
 Study 11: Master Oneself as Jesus Did
 Study 12: Seek the Kingdom as Jesus Did

The Christian Church

Study 13: The Story of the Christian Church
 Study 14: The Story of Our Denomination
 Study 15: Our Home Church - Past and Present
 Study 16: Our Church's Worship
 Study 17: The Sacraments

Christianity in Action

Study 18: The Work Our Denomination is Doing
 Study 19: The Church as Teacher
 Study 20: The Church as Friend
 Study 21: The Church as Missionary

Some Questions to Face

- Study 22: My Decision - What Shall it Be?
 Study 23: In What Ways Do I Need the Church?
 Study 24: In What Ways Does the Church Need Me?
 Study 25: What Does Confirmation Mean?

Study 5, "About God" was the first to be written. It was mimeographed and circulated for review and criticism as to style and approach as well as to content. The eastern section of the committee met on June 19th and carefully considered all reactions that came to its attention. At that time the committee also reviewed extensive sections of seven additional studies submitted by Dr. Harner. Parts of the manuscript were also discussed with groups of ministers at the spring conference at Camp Mensch Mill, at the Green Lake Conference in Wisconsin and at numerous other occasions during the summer at which either the writer or members of the confirmation committee had opportunity to secure the reactions of men in the pastorate. All of these were very carefully reviewed at a meeting of the eastern section of the committee with Dr. Harner on September 3rd. The entire manuscript for the pupil's book was in the hands of the committee at that time and numerous revisions were made.

At the present writing final proofs have been read and press work has begun. The first completed copies should be available in about two weeks. The pupil's manual will number 144 pages, 6" x 9" in size. It contains six reproductions of masterpieces, four full-page original drawings or maps and several other time-lines and charts which help to visualize the material. There is to be a paper covered edition selling at 45¢ per copy, and a cloth bound edition selling at 60¢ per copy.

The pastor's guide contains the entire pupil's manual together with 32 additional pages of detailed teaching aids. This is being made available in a cloth bound edition only, selling at 75¢ per copy. The outline is as follows:

Part I: This Course and Its Use

- 1: The Purpose of This Course
- 2: The General Plan of the Course
- 3: Helpful Materials
- 4: Methods and Procedures

Part II: Some Related Problems

- 1: The Maximum Use of the Bible-Life Series with
Intermediates
- 2: Recruiting the Class
- 3: Organizing the Class
- 4: The Church Attendance of Confirmands
- 5: Enlisting Parental Cooperation
- 6: Correlating the Course with Emphases in the
Local Congregation
- 7: Examination and Presentation of the Class
- 8: The Service of Confirmation
- 9: The First Communion
- 10: After Confirmation

Part III: Plans in Detail for Each Study

"My Confirmation" is the name decided on for the new manual. It will be placed on sale through the three book stores of the denomination. Each of the three houses already has numerous orders for it. Although both the author and the printers have given excellent cooperation, it has not been possible to clear all of the many details involved in a publication of this kind promptly enough to make the book available at the beginning of the catechetical season. Nevertheless the committee decided to print it now without further delay rather than to hold it for release shortly before the opening of another season.

The Board and the Church as a whole are deeply indebted to Dr. Harner for having done an exceptional piece of work in an amazingly brief period of time. We venture to predict an enthusiastic welcome for the new publication. The new course of study will not appeal to all ministers - that would be too much to expect - but many will find it an inspiring aid in one of their most important assignments.

Respectfully submitted,

Theodore C. Braun

Chairman

MINUTES
of the
EXECUTIVE COMMITTEE MEETING
BOARD OF CHRISTIAN EDUCATION AND PUBLICATION

Schaff Building
Philadelphia, Pa.

February 23
1943

The meeting opened at 9:00 a.m., with prayer by Dr. W. Sherman Kerschner. Dr. A. N. Sayres presided.

Present - Dr. A. N. Sayres, Dean Th. W. Mueller,
Dr. W. Sherman Kerschner, Dr. Robert C.
Stanger, and Dr. Paul V. Taylor.

The following members of the staff were present during the whole or part of the meeting:

Rev. T. C. Braun, Rev. F. D. Wentzel, Miss Bernice
Buehler, Miss Greta Hinkle and Rev. F. E. McQueen.

The agenda as prepared by the Executive Secretary was adopted.

Since the minutes of the Executive Committee meeting, held November 5, 1942, had been circulated it was decided to consider them as having been read, and the Executive Secretary was asked to call attention to the several items in the minutes which needed action or report.

The following items from the minutes of the meeting of November 5th, were therefore brought to the attention of the Executive Committee and action taken as noted:

Re vote 4- that Mr. Wentzel should dictate a letter to the chairmen of the Youth Work Committees in the several synods - -

Mr. Wentzel was asked to include this in his regular report to the Executive Committee, to be given at a later time. A printed copy of the information sent out was given to each member of the Executive Committee.

Re vote 6 - Mr. Braun to report about Nebraska Synod's request later, when his regular report is given.

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- Re vote 7 - Mr. Braun to report on his negotiations with the Board of National Missions in regard to the Biloxi, Mississippi, work camp. To be given later with Mr. Braun's report.
- Re vote 9 - The Executive Secretary reported that 5% of the annual salaries has been paid to the Ministers' Retirement Annuity Fund for the following persons: Rev. T. C. Braun, Rev. F. D. Wentzel and Dr. Paul V. Taylor. The other two persons who have been authorized to receive such assistance, Rev. Fred E. McQueen and Dr. E.A.G. Hermann, have not yet been reported as members of the fund.
- Re vote 12 - The employment of Miss Esther Freivogel. The Executive Secretary read excerpts of letters passed between himself and editor McQueen. He also reported discussion of the problem with Dr. A. N. Sayres, President of the Board, and the reaching of a decision not to employ Miss Freivogel at this time.
- Re vote 14 - The Executive Secretary reported that he had circularized North Wisconsin, South Wisconsin and Iowa Synods in the matter of "The Gospel of Mark," as edited by Albert Grether. Copy of the advertising material was read to the members of the Executive Committee.
- Re vote 15 - The Executive Secretary reported that the legacy of the Paul C. E. Hauser Estate had been temporarily loaned to the publications section of the Board for use in book publications, as authorized.
- Re vote 19 - Offset Printing Press. The Executive Secretary reported Dr. LeVan had found a purchaser for this press and that the Board of Christian Education and Publication will receive the amount of money originally invested in it.
- Re vote 25 - The question of the type of development the Board of Christian Education should take was made the order of the day for 11:30 a.m.
- Re vote 26 - The Executive Secretary reported that with the consent of the President of the Board, he had invited Dr. Ivan M. Gould to be present at this meeting today, and present the matter of the United Service Men's Christian League to the Executive Committee. This was made the order of the day for 11:00 a.m.
- Re vote 27 - The Executive Secretary reported that compensation on insurance for the employees of the Board had been placed with the Maryland Casualty Company, as authorized.

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Reports of the Executive Secretary

The following reports were presented by the Executive Secretary:

1. Report to the Executive Committee on the State of The Work (appended)
2. Report as prepared for General Council on the work of
the Education Department (appended)
3. Report on the Schaff Building (appended)
4. Report on the Heidelberg Press (appended)
5. Report as prepared for the Blue Book of the Synods (appended)

The Executive Secretary made a verbal report to the effect that he is preparing a brochure for publication, and that the contents of this would include photographs of the members of the staff, members of the Board, members of the Synodical Committees. After careful consideration and discussion, it was VOTED -

VOTE 1 that the Executive Secretary use this material
through our regular publications rather than
in the publication of a special brochure.

REAL ESTATE AND BUSINESS

The Executive Secretary presented Real Estate and Business trial balances for the study of the Executive Committee.

The Executive Secretary reported that the Joint Committee of the Board of Business Management's Executive Committee for the Schaff Building and the Business Committee of the Board of Christian Education and Publication had had several meetings, and that things were now in readiness for a possible transfer of the title within two months.

It was voted -

VOTE 2 that the Business Committee of the Board of
Christian Education and Publication be in-
structed to safeguard the interests and in-
vestments of the Board of Christian Education
and Publication in the Schaff Building when
the transfer of title is made.

The Executive Secretary made a verbal report on, and read extracts from the actions of the Committee on Correlation and Promotion, and of the General Council, as they applied to the Board of Christian Education and Publication.

CHILDREN'S WORK

Miss Bernice Buehler, Director of Children's Work, read her report. The report was received and filed. (appended)

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CHILDREN'S WORKERS' CABINET

It was voted -

VOTE 3 that Miss Buehler present her plan for national and group meetings in the organization of a Children's Workers Cabinet to the Executive Secretary and the staff, who shall have power to act.

It was voted -

VOTE 4 To authorize the Children's Department to handle "Thoughts of God for Boys and Girls in Summertime" and use this publication in its work during the summer.

It was also voted -

VOTE 5 That Miss Buehler's request to work for a period of approximately four weeks in Burlington, Iowa, in cooperation with the Board of National Missions be granted, and that the dates for such work be cleared through the Executive Secretary and the staff.

It was also voted -

VOTE 6 that the Executive Secretary and the staff be given authority to decide upon the question of employing an editor for the production of the children's devotional booklet.

SERVICE MEN'S CHRISTIAN LEAGUE

At 11:10 a.m., Dr. Ivan M. Gould was introduced to the Executive Committee. He addressed the committee on behalf of the Service Men's Christian League. He likewise presented to the members of the Executive Committee, copies of material used in the work, and a periodical, "The Link," which is the official organ of the League in its work in the camps.

It was voted,

VOTE 7 that we give our hearty endorsement to the Service Men's Christian League and refer the matter of financial support from the Evangelical and Reformed Church for the Service Men's Christian League to the General Council.

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Rev. Fred E. McQueen, editor of our church school literature, made a verbal report.

One of the items in his report referred to the 10% cut in paper allotment for our work, as announced by the War Production Board. He explained the method by which we have been enabled to meet this requirement for the present.

Mr. McQueen likewise presented the problems that are being given serious attention by the members of the staff, the Editorial Board and the Presbyterian Committee on Curriculum. The outline of studies being worked out by the International Council of Religious Education and its bearing on our whole curriculum problem was likewise made clear. There is a possibility of our Board, cooperating with other denominations, using materials and the outline prepared by the International Council.

It was voted -

VOTE 8

that the matter of cooperation with other denominations in the publication of church school material following the outlines of the International Council be referred to the Editorial Board and that it be asked to bring a report to the next Annual Meeting of the Board of Christian Education and Publication.

YOUTH DEPARTMENT

Mr. Wentzel made a verbal report on the work of the Youth Department. Four items, as follows, were presented:

1. The material referred to in Vote 4 of the November 5, 1942, meeting of the Executive Committee, was presented to the Committee. (appended)
2. The space allotted to the Board of Christian Education by the "Messenger" has been used to the best possible advantage and through this medium we are reaching some 30,000 subscribers.
3. The Youth Cabinet, with 29 persons present, met at Columbus, Ohio. A mimeographed report is attached.
4. The Director of Youth Work and the Executive Secretary met with Miss Partridge and Mrs. Schuessler, representing the Women's Guild, at Cleveland, Ohio, on December 7, 1942. A plan of cooperation in program building was worked out. A copy of this agreement is appended.

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It was voted-

VOTE 9

to approve the document presented by the Director of Youth Work, outlining procedures to be followed for cooperation between the Girls' Guild and the Youth Department of the Board of Christian Education and Publication.

The question of the line of development desirable in the Board of Christian Education and Publication was taken up and carefully discussed. It was pointed out that, through the loss of the services of Doctor Hauser and Doctor Krampe, we are severely handicapped in the fields which they represented.

It was voted -

VOTE 10

as a consensus of opinion, that we are in urgent need of an additional member on our staff in the area of field work, and that we recommend to the Board of Christian Education and Publication a consideration of this need and ask the Board's approval in requesting sufficient funds from the General Council's undivided surplus at the September 1943 meeting to pay the salary and expenses of such a field worker for this year.

LEADERSHIP TRAINING DEPARTMENT

Rev. T. C. Braun presented his report on Leadership Training.
(Report appended)

It was voted -

VOTE 11

that we plan to conduct our summer schools and conferences as usual.

It was voted -

VOTE 12

that it is the sense of this committee that, as a temporary measure, more of the two-weeks schools should be reduced to six-day schools. This should be modified by the experience of the synods participating.

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It was voted -

VOTE 13 that in the case of the camps at Dunkirk, North Star and Lone Star, the Board should take the initiative in suggesting a six-day school.

It was also voted -

VOTE 14 to approve the opening of special courses for ministers in a limited number of schools, selecting those schools where the Board of Directors considers it advisable.

The report, as a whole, was received and filed.

DEPARTMENT OF LITERATURE

Miss Greta P. Hinkle, Literature Consultant, reported for the Department of Literature. The report was received and filed. (appended)

CONFIRMATION INSTRUCTION

The report on Confirmation instruction, by Rev. T. C. Braun, was received and filed. (appended)

REPORT ON VISUAL AIDS

This report, as presented by Mr. Braun, was received and filed.

The Executive Secretary read a letter from Dr. J. N. LeVan, Director of United Promotion, dated February 23, 1943, asking the Board of Christian Education and Publication to underwrite (to the extent of \$2000) the work in Visual Aids, which work is to be set up by the Director of United Promotion. The Executive Secretary explained the proposition, reading portions of the actions of the Committee on Correlation and Promotion as well as the actions of General Synod and General Council which referred to this project.

Rev. T. C. Braun reported that an understanding had been reached between himself and Rev. Fred D. Wentzel, representing the Board of Christian Education and Publication, and Doctor LeVan, as to what materials, slides, films, etc., are to be regarded as promotional and what are to be regarded as educational. The question was raised - "How far has the Director of United Promotion gone ahead with this work." The Executive Secretary replied that he understood that the director's ability to launch the work depended, to a large extent, upon the cooperation of the Board of Christian Education and Publication. It was agreed that Doctor LeVan be invited to make further explanation of the project, in person. Doctor

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LeVan graciously consented and answered questions asked by members of the Executive Committee. After a review of the Board's present financial status,

It was voted -

VOTE 15

that we endorse the general plan of the Director of United Promotion to produce and circulate visual aids throughout the church, but that the Board of Christian Education and Publication is unable to underwrite this project with the desired \$2000, unless and until General Council grants the Board of Christian Education and Publication an equivalent amount for this purpose.

The following items were noted:.

The report was made to General Council recently that the revised new hymnal is underway and will be published at Eden, but that it may be another nine months before it is on sale.

The Commission on Higher Education appointed Dr. Paul V. Taylor as its representative on the Committee on Correlation and Promotion, and also to the General Council.

DUNKIRK REPORT

Doctor A. N. Sayres, president of the Board of Christian Education and Publication, represented the Executive Secretary at the meeting of the Board of Directors of the Dunkirk Camp, held in Buffalo, New York. One item in the written report was called to the attention of the Executive Committee. The superintendent of Dunkirk is to negotiate with the Board of Christian Education and Publication for a projector and screen to be used as he tours with pictures.

The Executive Secretary likewise reported that since the transfer of the property after the merger, the Board of Christian Education and Publication owes to the former Evangelical Synod, the sum of \$5000 on the Dunkirk property. In a recent conference with the Treasurer of the Church, Mr. Keck, the treasurer promised the Executive Secretary that he would try to have this account written off the books.

REPORTS FROM THE BUSINESS COMMITTEE

The Executive Secretary presented the following items for information:

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1. The Schaff Building assessment has been somewhat reduced. This, likewise, reduces our taxes.
2. Until very recently we have been operating some of our banking accounts in the name of the Board of Christian Education of the Reformed Church in the U.S. The Assistant Treasurer was given authority to transfer all accounts which stand in the name of the Reformed Church in the U. S., to the Board of Christian Education and Publication of the Evangelical and Reformed Church.
3. A number of changes have taken place in the personnel of the Heidelberg Press. At the present time, Rev. M. Miller Price is acting as assistant manager on a part-time basis.

INTERNATIONAL COUNCIL OF RELIGIOUS EDUCATION MEETING

The Executive Secretary called attention to the following items in reports from the International Council of Religious Education:

The representation of the Board of Christian Education and Publication on the Board of Trustees of the International Council has been reduced from five to four.

In 1942 our quota was \$1048.50. We paid \$1248.48. Our quota for the next year is to be \$1250., with the request that an additional 5%, or \$62.50, be given.

In the Publisher's Section we formerly had four members, - two of these members representing the Heidelberg Press, one the Eden Publishing House and one the Board of Christian Education.

Since the Board of Christian Education and the Board of Business Management are to divide responsibility for the respective fields in publications,

It was voted -

VOTE 16

that the Executive Secretary, Paul V. Taylor, and Rev. F. E. McQueen be appointed as our representatives on the Publisher's Section of the International Council of Religious Education and that the membership fees be paid.

It was also voted -

VOTE 17

that the Executive Secretary notify the Board of Business Management concerning this action and ask them to make their own decision in regard to membership in this section.

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PENNSYLVANIA STATE SABBATH SCHOOL ASSOCIATION

The Executive Secretary reported that the Pennsylvania State Sabbath School Association's Year Book listings of the agencies of the Board of Christian Education and Publication are not correct.

It was voted -

VOTE 18

that the Executive Secretary apprise the Pennsylvania State Sabbath School Association of the fact that the Christian Education Press should be added to their listings, and that both the Eden Publishing House and the Heidelberg Press are under the Evangelical and Reformed Church.

EVANGELICAL SYNOD ENDOWMENT FUND

It was voted -

VOTE 19

that the \$1292.32 received from the liquidation of the Endowment Fund of the Board of Christian Education of the Evangelical Synod of North America be placed with the Philadelphia Saving Fund Society on permanent endowment.

The following item from the Report of the Commission on Higher Education was read by the Executive Secretary:

"At the meeting of the Commission on Higher Education, held at Harrisburg, Pa., on Tuesday, January 25, 1943, it was voted that Paragraph 3 of the report of the Committee on Higher Education, to General Synod, 1942, which reads -

'That all Synods which have not already appointed a Committee on Higher Education be urged to appoint one so that the work and needs of our educational institutions may be kept constantly before our people.'

be amended to read as follows:

'That in order to insure the adequate promotion of the work, the Synodical Committee on Christian Education be enlarged and that one member of the Committee be named to head up the work of Christian Higher Education in the Synod.'

"The following additional action was taken:

"That the General Council and the Board of Christian Education be overtured to approve these recommendations and that the recommendations be made a supplementary part of the instructions which the Board of

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Christian Education sends to Synodical Committees on Christian Education, and that a direct contact be made through the Chairman of the Commission with the Synodical Committee representative on Higher Education.

"A third action taken was the following:

"That we call the attention of the General Council, the Synodical Committees, and the Board of Christian Education to the fact that this action will supplant Item 3 of the report of the Committee on Higher Education to the General Synod. (see page 231, minutes of General Synod.)"

It was voted -

VOTE 20 to refer this item to the Annual Meeting of
the Board.

The Executive Secretary presented excerpts from a report of the Council of Church Boards of Education.

SALE OF BOOKS PUBLISHED BY THE BOARD

The following report was presented by the Executive Secretary covering the sale of book publications by the Board of Christian Education-

<u>Feb. 23, 1943</u>	<u>On hand</u>	<u>Sold</u>
Christian Hymnways	31,965	66,933
Windows of Worship	663	14,101
Hymns for Junior Worship	929	1,081
Of Such is The Kingdom	5,996	154
Jesus and His Teachings	1,794	204
Gospel of Mark	1,972	109
Jungle Lore	1,361	651
My Confirmation - teacher	1,387	751
My Confirmation - pupil, cloth	1,959	464
My Confirmation - pupil, paper	835	3,120
	<u>4,181</u>	<u>4,335</u>

UNBOUND PERIODICALS

The Executive Secretary reported that a number of the publications of the Board of Christian Education, dating from the year 1925 to about 1934 had not been bound and are deteriorating:

It was voted-

VOTE 21 that the Executive Secretary be authorized to have bound two copies of each volume necessary- one copy to be kept in the vault, and one in the workers' library.

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It was voted -

VOTE 22

that any monies received from the sale of the Offset Press should be used for the rebuilding or replacement of the addressograph machinery and repairs and rebuilding of typewriters.

ARTICLES OF INCORPORATION

The Executive Secretary presented a form of incorporation for the Board of Christian Education and Publication as prepared by Attorney Murray Spahr. The several items therein were discussed, and the Executive Secretary was authorized to inform Attorney Spahr to be certain to include clauses which will make it possible for the Board of Christian Education and Publication to own and operate real estate, to receive and administer legacies, and to use the title "Christian Education Press" in its publications.

It was voted -

VOTE 23

that salary items, as agreed upon between Editor McQueen and the Executive Secretary for the staff in St. Louis, be approved.

It was also voted -

VOTE 24

to approve the increase in salary for Mr. Robert Hull in the Periodical Department, as recommended by the Executive Secretary

The Executive Secretary reported that at a recent meeting of the International Council of Religious Education the staff members were given a 5% increase because of present conditions.

It was voted -

VOTE 25

that this question be placed upon the agenda for the Annual Meeting of the Board.

It was voted -

VOTE 26

that the circular vote of the surviving members of the Board of Christian Education of the Reformed Church in the U.S., as it was constituted in 1932, approving a revision of the charter of the said Board, be approved.

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REQUESTS FOR COOPERATION AND FINANCIAL ASSISTANCE

The Executive Secretary was authorized to take up with the Board of National Missions the question of the provision of church school literature for the use of the Southern California Committee of the western area Protestant Church Commission for War Time Japanese Service. This request is for church school literature at Tule Lake center. ✓

It was voted -

VOTE 27

to authorize the payment of one-third the cost of the church school literature for St. Andrew's Church School, Philadelphia; Woodcrest Church, Philadelphia; and Bethel Mission, Arlington, Virginia; these funds to be paid to the Board of National Missions, which, in turn, is to reimburse the Periodical Department for the amount received.

It was voted -

VOTE 28

to approve the request of the Women's Guild for a free copy of each of our publications which have already been published, and which we may in the future publish.

It was voted -

VOTE 29

to grant the verbal request of some of the Hungarian pastors for permission to use our materials in our publications for translation purposes, with the understanding that no copyrighted materials be so used.

HONORARIA FOR "MY CONFIRMATION"

It was voted -

VOTE 30

that the proceeds of the Rufus W. & Catherine McCauley Miller Memorial fund, amounting to \$180.00, plus an additional \$20.00, (making a total of \$200.00) be paid to Rev. Nevin C. Harner for his work on the production of "My Confirmation."

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WORLD'S CHRISTIAN ENDEAVOR UNION MEETING

The Executive Secretary called attention to a special meeting of the World's Christian Endeavor Union to be held at Estes Park, Colorado, July 6-11, 1943, which has special reference to Youth Work.

It was voted -

VOTE 31 to refer this matter to the Youth Department, informing Mr. Wentzel of the possibility of Mrs. Dorothy Kinney, who lives in this vicinity, attending this meeting.

It was voted -

VOTE 32 to refer the matter of the relationship between the Heidelberg Press and the Seminary Book Room to the Board of Business Management and to turn over to the Board of Business Management all correspondence concerning this matter.

It was voted-

VOTE 33 to ask the staff to consider the possibility of preparing a special poster for Christian Education Emphasis week.

It was voted -

VOTE 34 to refer the relationship of Mr. Peck, who represents the Board of Christian Education at the New York State Council of Churches, and at the Ontario State Council of Churches, to the Annual Meeting of the Board.

It was voted-

VOTE 35 that the Executive Secretary shall represent the Board of Christian Education and Publication as a member of the Board of Managers of the Missionary Education Movement.

It was voted -

VOTE 36 that the annual meeting of the Board shall be held during the week immediately following Easter, leaving the exact date to be determined by the Executive Secretary, after correspondence with the members of the Board.

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ADJOURNMENT AND PRAYER

The Committee adjourned at 5:45 o'clock after repeating together the Lord's Prayer.

Respectfully submitted,

ROBERT C. STANGER

Secretary

February 23, 1943.

February 23, 1943.

Report of the Executive Secretary
on the State of the Work

To the Members of the Executive Committee:

The work being done by our organization at the present time, and the work done during the past three months, is all that can be expected.

Each member of the staff has been giving full devotion and all possible energy to the work, at the same time enlisting much volunteer service. Too much praise cannot be given to those members of the Board who have come to the direct assistance of the staff in many phases of the work; especially in the preparation of materials for publication.

The high quality of our publications, established under Doctor A. R. Keppel's leadership, has been maintained. The pressure of work, with a minimum staff in St. Louis, and difficulties in editorial supervision at a distance, necessitated a change in printing arrangements. The work in the editorial offices has been lightened by this change.

No publication of recent times has found more ready and more favorable acceptance than "My Confirmation." Negative criticism has been almost nil.

Bible-Life Series

The question of our future relationships with the Board of Christian Education of the Presbyterian Church in the U.S., in the cooperative publication of church school graded lessons is being studied by our Board of Editors. There have been several conferences between your Executive Secretary and individual members of the staff of the Presbyterian Board. One conference of members of our staff and Board with members of the staff of the Presbyterian Board, was held in November 1942. Another conference is scheduled for March 4, 1943.

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Joint Committee

Negotiations between the representatives of the Board of Business Management and the Business Committee of the Board of Christian Education and Publication are proceeding rapidly and harmoniously. It is hoped that complete responsibility for the work of the Heidelberg Press and the Schaff Building will be assumed by the Board of Business Management before the end of the present fiscal year.

Budget

The Executive Committee recognizes that the change in responsibility for the management of these enterprises, will mean more expense for the Board of Christian Education and Publication for the payment of salaries of staff members. Budgetary provision should be made, at this time, to meet any contingency that may arise.

Periodical Accounts

The Periodical Department accounts are now under the supervision of Miss Helen M. Morrow. The personnel of both accounting and circulation staffs is, at the present time, being moved to its new quarters.

Engagements and Conferences

The following is a partial list of your executive secretary's work since November 5, 1942, outside of the routine connected with the work of Education Department, Heidelberg Press and Real Estate:

Pulpit engagements	25
Public lectures	10
Inter-denominational meetings & gatherings	15
Inter-Board meetings & denominational gatherings	10
Staff & Group meetings (intra-mural)	16

Respectfully submitted

PAUL V. TAYLOR

Executive Secretary

February 2, 1943.

To the General Council of the
Evangelical and Reformed Church,
Robert Morris Hotel,
Philadelphia, Penna.

Gentlemen,

Report of the
BOARD OF CHRISTIAN EDUCATION AND
PUBLICATION OF THE EVANGELICAL AND
REFORMED CHURCH.

The Board of Christian Education and Publication is still functioning in a three-fold manner:

1. In its capacity as a recipient of the obligations of the Board of Christian Education of the Reformed Church in the U.S.
2. In its own position as the Board of Christian Education and Publication of the Evangelical and Reformed Church,
3. As temporary trustee in behalf of the Board of Business Management for the Schaff Building and the Heidelberg Press.

In its primary work, it has carried out its responsibilities in the Education Department, and in the Publication of Church School literature. As trustee, it has fulfilled its responsibilities in the management of the Heidelberg Press as a business operation, and in the management of the Schaff Building as real estate.

In the Education Department the Board has been faced with the necessity, during the interim, since the last meeting of General Synod, of accepting the resignation of Doctor A. R. Koppel as its executive secretary, upon his election to the presidency of Catawba College. The undersigned was elected to the responsibilities of this office and assumed his duties on September 1, 1942.

The retirement and illness of Doctor C. A. Hauser has deprived the Board of invaluable services. The same may be said of Doctor Krampe's retirement. Doctor Hauser is receiving a part-time salary in lieu of a retirement allowance. It will be necessary, if the Board carries out the program which is expected of it during the year 1943, to find someone to replace Doctor Hauser and Doctor Krampe.

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(Report of the Board of Christian
Education and Publication)FINANCES

While the books of the Board in the Department of Education have not yet been closed, the indications are that it will break even, provided, of course, that it receives the approximate amount which it received last year from extra budget grants. It has been necessary to pay honoraria to workers in the summer schools of 1941 out of 1942 income. It is desirable that such honoraria be paid out of current income.

The Board of Christian Education and Publication, in harmony with the program for the development of a department of visual aids, under the direction of the Committee on United Promotion, as approved by General Council, desires to make its contribution to this work, but present income does not warrant this.

During 1942 it was necessary to increase wages and salaries. It is necessary to provide for the pension of employees, as approved by General Synod. Details for the pension plan have not yet been worked out, but the Board of Christian Education and Publication desires to cooperate in this plan. During part of 1942, the Board assumed its obligations in this matter in respect to the ordained workers in its employ. This has been an extra budgetary item.

In behalf of the Board of Christian Education and Publication it is respectfully requested that the following items of expense be added to the guaranteed total granted in the budget of the fiscal year, 1943-1944:

FOR -

Visual Aids	\$2000.
Field Worker's Salary, rent, travel, Office expenses	7000.
Adult Worker's salary, rent, travel, Office expenses	6000.
5% on ordained workers' salaries for Pension Plan	1050.
3% on unordained workers' salaries for Pension Plan	900.
	<u>\$16,950.</u>

Respectfully submitted for the

BOARD OF CHRISTIAN EDUCATION AND PUBLICATION

Pauli Taylor
Executive Secretary

February 2, 1943.

To the General Council of the
Evangelical and Reformed Church,
Robert Morris Hotel,
Philadelphia, Pennsylvania.

REPORT ON THE SCHAFF BUILDING

Gentlemen:

At the present time, the Board of Christian Education and Publication is still temporary trustee for the Schaff Building, and begs to bring a report of the situation in regard to this property as it exists at the present time.

1. AMORTIZATION Members of General Council are familiar with the arrangement which the Board of Christian Education and Publication has made with the Prudential Life Insurance Company in regard to the amortization of \$454,812.50, by which it is understood we are to pay 4% interest on the present amount of the mortgage. However, if we should be able to pay an additional 1% upon the original amount of the mortgage, which was \$475,000., this 1%, and 1% in addition, would be credited toward amortization. During this past year, we have paid 4%, but nothing above that.

All current bills on the Schaff Building have been paid. This includes the completion of payments on the installation of a second elevator. The building has no new obligations against it. All repairs have been made, as necessary, and the entire property is in good condition.

The office space is 89% rented, and that is about 4% higher than the average for the city.

2. MANAGEMENT The Business Committee of the Board of Christian Education and Publication, and the Board of Business Management's Executive Committee for the Schaff Building, have had several joint meetings during the year to consider the steps to be taken in transferring the property from the Board of Christian Education of the Reformed Church in the U.S., to the Board of Business Management, Inc. of the Evangelical and Reformed Church. The President of the Board of Business Management was present at two of these meetings. All preliminary steps necessary to such a change in charter and title have been taken and the Board of Business Management's legal adviser, Mr. J. W. Mueller, is, at the present time, taking such legal steps as are possible.

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Report of the Schaff Building
(continued)

It is hoped that before the end of another fiscal year, complete control for the Schaff Building shall have been vested in the Board of Business Management, Inc.

Respectfully submitted in behalf of the
Board of Christian Education and Publication of the
Evangelical & Reformed Church

Paul J. Taylor
Manager for the Schaff Building

February 2, 1943

February 2, 1943.

To the General Council of the
Evangelical and Reformed Church,
Robert Morris Hotel,
Philadelphia, Pennsylvania.

Gentlemen,

Report of the HEIDELBERG PRESS

The Heidelberg Press is one of the organizations which is in the temporary charge of the Board of Christian Education and Publication in behalf of the Board of Business Management, Inc. The Press has had what may be termed as a fairly good year.

The accounts for the past fiscal year have not yet been audited, but there is evidence that the indebtedness of \$4287.04, which was reported at the end of the previous fiscal year, will be somewhat reduced.

Within the past few months, several phases of the work in the Heidelberg Press have been so reorganized that it is expected that the Press will be able to develop some new types of business and show an increase in net profits during the coming year.

Respectfully submitted
in behalf of the

BOARD OF BUSINESS MANAGEMENT, INC.

Paul J. Taylor
Manager
HEIDELBERG PRESS

February 15, 1943.

Report of the Board of Christian Education & Publication
To the Synods of the Evangelical & Reformed Church

Dear Fathers and Brethren:

In the year that is past, your Board has been the recipient of God's Grace, and we trust that we have been working under the guidance of His Spirit. We are dependent, in all our doings, on Him. In our mutual trust and in our cooperative enterprises, we are striving to please Him, and to further the development of His Kingdom.

A CHALLENGE AND A RESPONSIBILITY

This is the day of more opportunities for the Church to do definite and special work in the field of religious education. While both opportunity and responsibility are great, the difficulties are numerous. Most of our churches have organized church schools in which methods and materials for the teaching of the Christian Way of Life are used to good advantage. But these schools were organized in times of peace, in times of normality, when the social life of our communities was that which we all understood. Today, this picture has radically changed. We do not know just what the social structure of tomorrow may be. The personnel of our communities and of our churches changes rapidly. Some of our communities are being depleted; others are crowded by an influx of strangers, so quickly that it is impossible for the communities to absorb this new element. The best church people at home do not always find their places in churches in a new community.

The problem of understaffed schools is equally serious in camp and defense areas, where over-crowded conditions exist, and in the rural areas from which war workers and service men have gone. This is both a challenge and a responsibility, for old and new communities alike. No one community or church is able to meet all of its responsibilities, working by itself. Full and complete cooperation is essential.

In meeting the challenge of the present time, there is but one reliable source of power and direction, and that is Jesus Christ.

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The Board of Christian Education and Publication is trying to disseminate information, and to provide guidance and materials where-with to cope with situations as they arise in the several communities, insofar as church schools are concerned. The pooling of experiences and dissemination of information through this Board should give to us greater confidence in the success of our enterprises.

SYNODICAL RESPONSIBILITIES

By action of the General Council, the Board of Christian Education and Publication has been teamed with the Commission on Higher Education for the year 1943 and has been given responsibility for presenting the ideals, the programs and the needs of the Church in nine synods, as follows:

Southern, Philadelphia, West New York, Northern, Dakota, Northeast Ohio, Southeast Ohio, North Wisconsin and South Wisconsin.

It is the plan of the Board of Christian Education and Publication that these nine synods shall be made the scenes of special effort during this year. If it is possible, a field worker will be put into this phase of the work and as much help given to each local church through the synodical committees as the church is willing to receive. Specific programs for each synod will be worked out and will be available through the Synodical Committees on Christian Education.

LITERATURE

The Evangelical and Reformed Church is producing church school literature second to none. Whether schools are organized on the departmental graded system, using the Bible-Life Series, or on a more loosely graded system, using uniform lesson materials, the Board of Christian Education believes that the emphasis placed on this material by the editors makes it about the best that can be obtained. But the best literature is useless unless used.

The investigation of the Board's special worker in this field has brought to light the following facts:

31.8%	of our church schools are using E & R lesson materials, both Bible-Life graded and international uniform
30. %	use some Bible-Life but no E & R uniform
9.5%	use some E & R uniform but no Bible-Life
24.5%	use <u>no</u> E & R lesson materials
3.5%	use no E & R lesson materials, but do use some E & R age group magazines.

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One of our main emphases during this year should be the use of as much of our denominational literature, in each of our church schools, as is possible.

STAFF HOPES

In its work through the Synodical Committees on Christian Education, the staff hopes to be able to accomplish three definite things during 1943.

1. To assist congregations and communities to attain the values in the program of the United Christian Education Advance.
2. To assist congregations in making necessary adjustments in church schools, due to population shifts.
3. To enable the church as a whole to realize that Christian Education is a process which permeates the entire church life; that it is not confined to work in the church school on Sunday; that it is not limited to certain age groups. Our statement of the case might well be, While we live, we learn to live more Christlike lives.

PUBLICATIONS

During 1942, the Board has published the following:

Jesus and His Teachings - An Approach through Art, by Albert E. Bailey.

This book has found acceptance with those teachers and general readers who appreciate the aesthetic type of presentation.

The Gospel of Mark, Arranged for Daily Devotional Reading, by Alvin Grether.

A simple, concise, and scholarly devotional hand-book.

Of Such is the Kingdom, by Doris A. Paul and Esther M. Fuller.

A Children's Day Service, with musical score.

My Confirmation, A manual for use in the catechetical class.

Cloth bound, and paper bound editions. A special pastor's manual, cloth bound, includes additional material for the use of the pastor, in conducting the class work.

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A Missionary's Leisure in the Indian Jungle, by E. W. Menzel.

Hunting stories and a study of wild life near our mission stations in India.

The following publications of a previous year are still available:

Windows of Worship, A devotional handbook for young people.

This book has sold approximately 15,000 copies.

Christian Hymnways, A hymnal for use in the church school and Youth Fellowship meetings.

Hymns for Junior Worship

IN PROCESS

A Children's devotional book is being compiled and edited by the Children's Department. We expect to have this on the market in 1943.

CHRISTIAN EDUCATION EMPHASIS PERIOD

The Christian Education emphasis period is May 9 - June 13. The climax of this emphasis should come on Children's Day. Special helps are being prepared for the use of pastors, superintendents and teachers. Special Children's Day envelopes are ready for distribution upon request.

SUMMER CAMPS

We are happy to report that attendance at our summer camps in 1942 was larger than it had been for several previous years. Plans have been made to conduct all our camp work in 1943, as usual. In fact, there may be one or two more camps this year.

UNITED CHRISTIAN EDUCATION ADVANCE

The Advance has taken hold in our church. According to comparative reports reviewed in inter-church circles, we are doing well indeed. There is one phase of the Advance which needs to be stressed. It is an inter-denominational, all-community enterprise. We are working well, but in many cases, not as cooperatively as possible.

RELIGIOUS FILM ASSOCIATION

Since we have become members of The Religious Film Association, our ability to help in the visual phase of Christian Education has been greatly increased. Orders should be sent to us, according to listings in our catalog.

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YOUTH FELLOWSHIP

There has been a steady growth in the number of affiliated youth groups in the Youth Fellowship. At the present time the total is about 350 groups. Twenty-nine synods have organized Youth Cabinets. The National Youth Cabinet met in Columbus, Ohio, during the early part of February, and added one important project to its work, viz: the aiding of young people of Japanese descent, in finding their places as Christian citizens of America.

The leaders of the Youth Fellowship and of the Girls Guild have adopted a joint procedure through which they are correlating the programs of these two phases of Youth Work in the Church.

STUDENT WORK

The work of the Board in assisting, by direct financial support and through cooperative enterprises, in the religious activities in 45 American colleges and universities, outside our own denomination, has been rewarding. The curricular and administrative changes due to the war program, may change our approach to the problems of the religious life in many of these institutions, and they will certainly require more strenuous work.

In humility of spirit, and in absolute faith in His promise that His Word shall not pass away, we strive to attain "that knowledge which passeth all understanding," and make it available to a world sorely in need of Him.

Respectfully submitted,

PAUL V. TAYLOR

Executive Secretary

REPORT OF THE YOUTH DIRECTOR TO THE EXECUTIVE COMMITTEE
OF THE BOARD OF CHRISTIAN EDUCATION

February 23, 1943

In accordance with the instructions of the Executive Committee recorded in the minutes of November 5, 1942, I wrote to the chairmen of synodical committees on Christian education announcing that the February issue of "Leaders of Youth" would be devoted almost entirely to a discussion of "Youth Work in War Time" and inviting them to report to me whatever adaptations of program to war time conditions had come to their attention. In order to cover the subject of "Youth Work in War Time" adequately, "Leaders of Youth" for February was made a six-page paper.

The staff has asked me to assume responsibility for the gathering and editing of materials for the four pages given the Board of Christian Education in The Messenger once each month. In the issues of January 5 and February 2 the staff presented news about their activities and about new publications. It is hoped that some time in the future members of the Board of Christian Education will contribute articles to our section of the magazine.

The Youth Cabinet met at the Columbus, Ohio, Y.M.C.A., February 6-7. We had a surprisingly good attendance. Twenty-nine synods were represented. The March 2nd issue of The Messenger carries under headline news a brief account of the meeting and its major actions. One of these actions was to add to the list of projects approved and recommended by the Youth Cabinet that of "Aid to Americans of Japanese Descent".

At a meeting in Cleveland on December 7 Dr. Taylor and I worked out with Miss Florence Partridge and Mrs. Hugo Schuessler a statement on "Youth Work in the Evangelical and Reformed Church". This statement, when and if approved by the Executive Committee of the Board of Christian Education, the Board of The Women's Guild and the Youth Cabinet, is to be printed in leaflet form and given general distribution. The statement is attached.

-- Fred D. Wentzel

YOUTH WORK IN THE EVANGELICAL AND REFORMED CHURCH

A Joint Statement of the Board of Christian Education and Publication and The Women's Guild

The young people of the Evangelical and Reformed Church number more than 200,000. In their own churches, communities and synods they are increasingly learning to pray and to work together. Their association with one another serves as a constant inspiration. They are coming to feel that they are all members of the Youth Fellowship of the denomination, and in this sense of solidarity they find themselves upheld in the Christian faith and the Christian life.

Both the Board of Christian Education and Publication and The Women's Guild desire the development of a vigorous, all-inclusive Youth Fellowship, in whose purpose and program all the young people of our churches will share. Through a department called the Girls' Guild, The Women's Guild seeks to provide special activities for girls, to train them in Christian stewardship and to lead them in their participation in the total life of the Church. Girls' Guild members should think of their Guild program as a supplement to the Youth Fellowship program and not as a substitute for it.

For guidance in the general youth program of the local church, the synod and the denomination, our young people and their leaders should turn to the Youth Department of the Board of Christian Education and Publication, which works in cooperation with the Cabinet of the Youth Fellowship. For guidance in the particular activities of a Girls' Guild, the members and leaders of such a group should turn to The Women's Guild.

A definite and comprehensive program is offered by the Youth Department. This program is outlined in two basic pamphlets, entitled "Youth Work in the Local Church" and "The Statement of Purpose of the Youth Fellowship". Topics for weekly meetings are listed in an annual four-page leaflet, "Building Your Youth Program". Detailed guidance materials for those who use these topics appears each week in the official magazines of the Fellowship, namely, YOUTH (for high school boys and girls and older young people) and VENTURE (for intermediates, 12 to 14 years of age). A "Youth Worker's Kit", containing over thirty pamphlets covering every phase of youth work, is available at a nominal price and is given without charge to groups which affiliate with the denominational Youth Fellowship. Printed and mimeographed programs are prepared for special occasions, particularly Youth Day, Confirmation Reunion and Watch Night. The Board of Christian Education and Publication also distributes annotated lists of recommended pageants, programs and plays for the Easter and Christmas seasons.

Through the Girls' Guild Department The Women's Guild has provided two sets of monthly program helps. One set is designed for girls 12-17 years of age, and the other for girls 18-25 years of age. Along with these programs there are suggested activities that are directly correlated with the programs. The programs are planned to help the young women of the Church to know and understand the whole program of the Church. This means that there are a variety of subjects for study and

(Youth Work of the Evangelical and Reformed Church)

discussion. A Leader's Kit is especially prepared to help the adult leader in her work. The Messenger will carry additional suggestions for materials and activities. Each Girls' Guild makes a pledge toward the financial Challenge for the causes and projects of the Church, which are supported by The Women's Guild.

The Board of Christian Education and Publication and The Women's Guild are correlating their program suggestions to the fullest possible extent. To this end, they employ a plan of mutual consultation. The secretary of the Girls' Guild is a consulting member of the Youth Cabinet of the denomination. The director of youth work of the Board of Christian Education and Publication is a consulting member of the educational committee of The Women's Guild whenever this committee considers the program for the Girls' Guild.

Our concern is that youth activities in every congregation be made strong and effective, and that all our young people shall have a vital Christian experience and grow in their participation in the life and work of the Church. We believe that the responsibility for deciding whether such activities can best be promoted through a single organization or by a number of groups rests properly with the pastor and the consistory or council of the congregation.

The Youth Cabinet of our Fellowship, the Board of Christian Education and Publication and The Women's Guild join in urging the youth fellowships of all our congregations to affiliate with the Youth Fellowship of the Evangelical and Reformed Church. Groups of girls who are not already affiliated with the Girls' Guild are urged to affiliate themselves with the Girls' Guild through The Women's Guild. Many congregations have two or more youth groups, such as the Young People's Society, Christian Endeavor, the Dramatic Society and the Girls' Guild. In such cases, we recommend the creation of a youth council, made up of selected representatives from each organization, and that the total youth fellowship of the congregation affiliate through the youth council. Affiliation forms may be secured from the Youth Department of the Board of Christian Education and Publication.

REPORT OF LITERATURE CONSULTANT

February 23, 1943.

To the Executive Committee of the
Board of Christian Education and Publication

The work in the office is now fairly well systematized. While, of course, there is constant need for individual replies, we are able to use and have prepared form letters for schools requesting samples of Bible-Life material, letters for samples of a general nature, letters to follow up the first sample letter in case there has been no response, and letters to schools discontinuing any of our materials. Discontinuances are noted as the orders are entered for each quarter. All the form letters have a personal salutation and signature and are arranged so that the specific materials may be mentioned. We have sent, thus far, about 125 letters to schools failing to reorder one or more items of our literature, asking that they tell us in what respect lessons or magazines were unsatisfactory. Most of these did not go out until early February and already we have received 45 replies. Almost all of them have expressed appreciation of our inquiry and only 4 or 5 have indicated dissatisfaction with materials. These replies will be compiled and referred to the Executive Secretary and the editorial staff.

Through the courtesy of Mr. Hennings, the files of Eden's periodical orders were opened to me and I spent two and one half weeks in the Eden office entering on our cards the past two quarters' orders of schools who buy their literature through Eden Publishing House. Arrangements have now been made to have most of this information sent to us each quarter.

Since my return, we have been working on orders placed through Central. We are typing a list of those we are not able to identify with the schools sending them. As soon as we have completed entering Central's orders, I shall write to Mr. Wetzel enclosing the list of unidentified orders, asking that his office assist us by placing the name of the church beside each unidentified school number (my list will include the name and address of person ordering.) If they will do that, I shall not need, for the present, to go to Cleveland, for we do receive quarterly the report of their E. & R. literature orders - Bible-Life, uniform and magazines.

The time in St. Louis had been arranged so that I could return by way of Chicago for the International Council Meetings. Just prior to these meetings, I attended the sessions of the Committee on Religious Education of Children, at the invitation of Miss Buchler. When interpreting our literature to local schools,

February 23, 1943

it will be helpful to know something of the planning for and general trends in church school literature.

On February 15, at the request of Dr. Taylor, we made a preliminary survey of E. and R. schools' use of their own denominational literature. After the identification of schools who order through Central is completed, the figures will be somewhat altered -- for instance, the percentage of schools using no E. and R. lesson material will be slightly lower.

This preliminary survey revealed that:

31.8% of our church schools use E. and R. lesson materials -
both Bible-Life and uniform

30 % use some Bible-Life, but no E. and R. uniform

9.5% use some E. and R. uniform, but no Bible-Life

24.5% use no E. and R. lesson materials

3.5% use no E. and R. lesson materials, but do use some of our
age group magazines

A fraction of 1% use no E. and R. literature, but order other
lesson materials through one of our publishing agencies

Summarizing: Approximately 71% of our church schools use some
E. and R. lesson materials, and 75% use some E. and R.
literature - either lesson materials or age group
magazines.

When we have identified all school orders and are ready
to make a complete survey, we hope to gather some facts as to the
percentage of pupils reached with our lesson materials. Thus far,
the comparison has been entirely by schools.

Greta P. Hinkle

Literature Consultant

REPORT OF THE DEPARTMENT OF CHILDREN'S WORK
TO THE EXECUTIVE COMMITTEE

February 23

Children's Workers on Synodical Committees

Seven of our Synodical Committees have designated an individual on their committee to be the children's worker of their area. Eleven other committees have responded with interest and promise to appoint soon. I would like to plan a meeting, possibly two meetings, an eastern and a western one, of these workers in the near future. Would hope that to such a meeting every committee would send a representative. It is part of the plan that Synodical Committees should finance area meetings and the Board national meetings of the Cabinet. We cannot have a cabinet until area groups elect their chairmen. However, even before that is done, would it not be wise to have a meeting of all of these representatives, with two or three additional members appointed by the Board? At such a meeting we could think through possibilities for area groups and begin to plan for our work. Would hope that our Board could help to care for such a meeting assisted by Synodical Committees.

Children's Day Service is again being prepared by the department.

The Lenten Edition of Thoughts of God for Boys and Girls

is again being distributed. It was announced in both The Builder and The Messenger. Beginning with the first of May there is to be a continuation of the project under the title, "Thoughts of God for Boys and Girls in Summer Time." It will sell for fifteen cents. Shall we use this summer edition?

Our Devotional Book for Children

I regret that this book will not be in print by the time of our annual meeting. It is at a standstill. Manuscripts were slow in coming in. I am even slower in proceeding. A great deal of the material must be re-written. I have been working on a revision of the outline as well as the re-writing. I look forward to making it available sometime this year and yet hesitate to promise because I feel unequal to the task of editing that which has come in.

Children's Workers Clinics

The Committee on Christian Education of the North Illinois Synod planned for three children's workers clinics to be held while I was in Chicago. They were held at Arlington Heights on Wednesday evening; Chicago area Friday afternoon and evening and La Salle on Sunday after-

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noon and evening. It was thrilling to have all of these meetings well attended.

The Chicago area meeting presents an increasing possibility. This was a kind of continuation meeting of the one held in Forest Park last year at International Council meeting time. This year, under the direction of Mrs. Luebeck they had gathered a second fine exhibit of creative work done by children. We decided at the afternoon meeting that we would like to make this a yearly affair in February and set for ourselves certain tasks to be reported at the next meeting.

The Synodical Committee had invited Mrs. Nelson, Congregational leader of that area to assist in guiding the Nursery and Kindergarten leaders so that we might better meet the needs of the workers. The supper and evening meeting was enlarged by the presence of youth workers who were led by Mr. Wentzel.

Special Project in a War Emergency Area

At the invitation of the National Board of Missions, and in consultation with our staff, I am to cooperate in one of their projects in a war emergency area. The pastors of Burlington (Ia) have asked that I come to work with them in the Trailer Camp which is near St. Luke's Evangelical and Reformed Church. Rev. A. F. Schemmer, Chairman of the Committee on Christian Education of Iowa Synod is pastor of that church, was instrumental in requesting the National Board of Missions for my services. At a meeting with the pastors on Monday, February 15th, it was decided that I should work with them as soon as the work could be started either denominationally or interdenominationally. While I am in Iowa we will have several children's workers clinics and I am to work especially with our four churches in Burlington. The Board of National Missions will take care of expenses, outside salary.

Because of the possibility of working with the local churches, the demands of the new work and my own need to become acquainted with needs of leaders in these emergency communities, I have planned to stay in Burlington four weeks. This is to be either from the middle of March to the middle of April, or else during April.

Interdenominational Curriculum Meetings

Due to the fact that the work in Burlington needs to be started as soon as possible I may not be able to attend two interdenominational curriculum planning committees, that of the M.E.M. and the Graded Series of the International Council. If work in Burlington does not begin as soon as we anticipate I may attend part of the M.E.M. meetings. Is it permissible, in emergencies, to ask Miss Hinkle, of the Department of Literature, to share responsibilities on some of the curriculum building projects when she can fit such into her schedule?

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February meetings which I attended in Chicago:

Inter-agency Child Welfare Committee
Committee on Religious Education of Children and
Vacation Religious Education Committee
Conference on Christian Education Faces War Time Needs
Commission on Educational Policy
International Council meetings
Presbyterian Curriculum Committee.

Respectfully submitted,

BERNICE A. BUEHLER

Director of Children's Work.

Report of the Committee on Confirmation Instruction

February 23, 1943

The first copies of the teacher's edition of "My Confirmation" were received from the printer on the day of the Board meeting, December 4, 1942. The first shipment of paper-bound copies of the pupil's manual came about two weeks later. Unforeseen difficulties in getting the cloth for the cloth-bound pupil's manual and later in getting the manual through the bindery resulted in a regrettable delay in the delivery of this edition. The first copies did not reach us until January 21st.

The sales to date* have been most encouraging, if we take into consideration the fact that the new manual appeared too late for general use with this year's classes. The first edition consisted of 10,000 pupil's manuals and 2500 teacher's guides.

Reviews have appeared in the Messenger and The Christian Century and will appear in the March issue of the International Journal of Religious Education. Many favorable comments have been received, both verbal and written. Some of these are attached to this report. However, the best comment I have read thus far was the notice which appeared in the weekly calendar of one of our leading churches announcing that next year confirmation instruction would begin in October instead of in January as heretofore.

Respectfully submitted,

Theodore C. Braun

*4335 copies

Comments on "My Confirmation"

"I am deeply impressed with the outline and the whole plan of the book. It should definitely satisfy a long existing need. It is my hope, therefore, that 'My Confirmation' will find the widest possible use in our Church. A careful study should make for a more understanding church membership and for an increased interest in the program of the denomination. I am greatly pleased with this publication."

-- L. W. Goebel

"I have found it very interesting and an excellent example of how effective education methods may be applied to a subject which is so largely content as confirmation instruction. It should be a great boon to the more progressive pastors."

-- Paul H. Vieth

"Not for a long time has the Board issued anything of greater service to the Church than this book. I am delighted with it; it is just what we have been waiting for these years.... We have always prided ourselves on being an educational church. This claim has had no finer vindication than in 'My Confirmation.' Last night at our consistory meeting I spoke warmly of it to the elders and deacons. I told our consistorymen that they could with great profit buy and read the book, and they all took me up."

-- Paul T. Stonesifer

"I think you have produced a text that will be found to be widely useful. No doubt an increasing number of ministers will be using it in its entirety, and I trust that many others will use it as resource material in connection with their more regular type of confirmation instruction. I know of nothing better of its kind available today."

-- Otto Mayer, International
Council of Religious Educ.

"Zunächst meine Bewunderung und ehrliche Anerkennung - das Buch 'My Confirmation' ist wirklich gut. Dass es nicht genug 'bodenständig' ist und kaum dem Geschmack der Konservativen alten Generation entspricht ist nur eine erkennende Beobachtung, aber keine Kritik. Die Geister - d.h. die Auffassung ueber Methode und Stoff des Confirmanden Unterrichts - sind eben zu verschieden. Meines Erachtens ist das Buch sehr brauchbar, und, wenn die Schulausgabe nicht zu teuer ist, werde ich mit der nächsten Klasse einen Versuch machen."

-- W. Kochheim

"Last week I received my copies of 'My Confirmation - a Guide for Confirmation Instruction. I have since given this work considerable thought and study and just want to say that I think it is one of the finest pieces of work our Church has done along this line. You have met a real need. You have done here what I am sure many pastors have wanted to do. Furthermore, this guide is so easily adaptable to any situation it can be used for one or two year classes very easily. I have already made assignments from the guide. I also like the idea of having a separate book for the children. I am sure that this will help us to do more effective teaching. Thanks again for a splendid piece of work well done."

-- Walter Kleffmann

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"We have now had an opportunity to use the new confirmation book and I am, indeed enthusiastic about it. The children are also very much interested in it. You have done a fine job and this much needed instrument should serve the Church adequately for some time to come. I like particularly the opportunities it gives the young people to use their Bibles in finding answers to lesson assignments. Your interpretations are often brilliant. The projects are timely."

-- O. Walter Wagner

"We have been using the manual as soon as it was available and I am delighted with it. It has a wide scope and comprehensive and covers at least three years of instruction. For many years I have insisted on a three year course of instruction and covered the field like you have outlined although not in such detail. I am glad to see that you have not set aside the Catechism but really use it in 'My Confirmation' in a practical and effective way. I am glad we have this worthwhile study available for all of our churches."

-- Ernest W. Moyer

"I have been using 'My Confirmation' with a class of 19 youngsters, mostly High school freshmen. Thus far I am more than pleased. The pupils seem to respond better than any other group has ever responded. The booklet seems to open the way for questions about things that I have never been able to get other groups to be inquisitive about. When I ordered the books I thought I would use them occasionally in connection with the regular work as we have been carrying it on in other years. But the course meets our need so splendidly that we are taking it study by study just as it is written. It isn't difficult at all to get an interesting discussion started. And the text provides enough factual material, so simply and satisfactorily stated that the pupils can discover an answer for the problems which perplex them."

-- A. R. Achtemeier

"This is well described as 'a comprehensive course of study preparing young people for church membership.' It is indeed very comprehensive, including sections on the Bible, the Christian faith and way of life, the church in history and action, and the relation of the individual to the church. The treatment of all these topics is thoroughly intelligent. The discussion of the nature and origin of the Bible, for example, will merit the approval of those who know and accept the results of modern biblical scholarship. The outline of the book is practically a syllabus for a complete curriculum of religious education. Very little of it has specific reference to the denomination which sponsors it, and it might almost as appropriately be used in the schools of any church."

-- The Christian Century

Report of the Bureau of Visual Aids

February 23, 1943

Stereopticon Slides

On November 15th, 1941, Dr. Keppel and Dr. Bailey entered into a formal agreement giving us exclusive rights to publish Dr. Bailey's illustrated lectures in mimeographed form and to make these available to the public on a rental basis in connection with the rental of the stereopticon slides appropriate to each lecture. A fee of two dollars payable to Dr. Bailey is to be included in the rental charge for these lectures.

Only two lectures, "The Christmas Story" and "Changing Conceptions of the Christmas Story" were developed during 1941 and 1942. Although they were given almost no publicity, they were rented eight times. The royalty due Dr. Bailey for the fiscal year ending January 31, 1943, was therefore \$16.00.

At the present time the following seven lectures are ready or in process: "The Artist Interprets Christ's Way," "What's Who in the Universe," "A Lenten Meditation with the Masters of Art," "On Nazareth Hill," "Tennyson's Hymns," "The Christmas Story," "Changing Conceptions of the Christmas Story." An announcement giving brief descriptions of each of these together with information on the rental rates is attached to this report.

In accordance with our agreement to advertise this series of lectures interdenominationally, a paid advertisement was carried in the February number of the International Journal. Reviews of the lectures are to appear in an early issue. Announcements are also appearing in The Messenger, The Builder, our Easter Program list, the new slide catalog, and Youth. The number of inquiries has been very encouraging and we already have twelve rental orders.

This lecture series required some investment on our part, both in time and money, but it should soon yield financial returns in addition to giving us an opportunity to render a unique and valuable service.

The new slide catalog has just come from the printers. This represents a tremendous amount of detail work on the part of Miss Nieman and gives us an accurate and well-classified listing of our valuable slide collection. Nearly 400 individuals have requested copies of the catalog - many of them from outside our denomination. The fact that a catalog is again available should greatly stimulate our rental and sales business.

Religious Film Association

110 churches have registered as our customers. Our commission on the first eighteen orders (handled during the first report period)

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amounted to \$17.57. Sixty-one orders have been handled since. We have also received many inquiries about the possible purchase of projection equipment but have been unable to negotiate any sales because of severe priority restrictions.

Respectfully submitted,

Theodore C. Braun

Report of the Department of Leadership TrainingFebruary 23, 1943

There are several questions concerning our summer program that I should like to present for your consideration.

1. Shall we plan to conduct our summer schools and conferences "as usual"?
The difficulties in transportation, competitive activities and food rationing are obvious. The several synodical committees with whom I have discussed the situation during recent weeks have all urged that we do not abandon our plans at this time. I should appreciate a clear mandate in the matter.

The remaining questions are posited on the assumption that your decision will be to proceed. If that assumption is incorrect, they have no significance.

2. Shall more of our two-week schools be reduced to six days?
In the past we have done this only in response to a request from local synodical committees. Where it was done last summer, the attendance nearly trebled. Northern Synod's committee is suggesting it with reference to North Star and the Board of Directors of the Dunkirk Property with reference to the Lake Erie L.T.S.
3. Shall we offer special courses for ministers at the one-week schools?
These have been especially requested by several of the synodical committees.
4. What other adjustments or special emphases in our program seem desirable in the present situation?

* * * * *

We have completed arrangements with the Peru State Teachers College at Peru, Nebraska, to take care of a Nebraska L.T.S. during the week of July 18 to 24, provided there is an advance enrollment of 35.

In view of the fact that a part of the enrollment at the Sunflower school last year came from Nebraska, and also because of the increased hazards which we shall probably face next summer, I think that the holding of the Sunflower L.T.S. should again be made contingent upon a satisfactory advance enrollment.

* * * * *

The financial report on last summer's school which has just come through indicates that for the first time in recorded history the schools paid their own way, due to increased income and decreased costs.

Respectfully submitted,

Theodore C. Braun

REPORT OF THE SPECIAL COMMITTEE TO STUDY THE FUNCTIONS OF THE
Synodical Committee on Christian Education and Higher Education

Your committee met in Columbus, Ohio, On April 7, 1942. All members were present. After careful deliberation concerning all the aspects of the problem it was agreed to present the following recommendations for your consideration.

In view of the fact that Christian Higher Education is an integral part of the Church's total program of Christian Education, and that the whole program cannot be carried on effectively by separate committees working independently, and in order to avoid duplication of organization within a given Synod, we therefore recommend:

1. That a single committee function in this entire field.
2. That in view of the existance of a Committee on Christian Education in every Synod, which committee is already carrying responsibility for religious work with students in non-denominational colleges and universities, this committee's functions be enlarged to include the promotion of all phases of Christian Higher Education.
3. That in order to insure the adequate promotion of the work, the Synodical Committee on Christian Education be enlarged; and that some person be named by the committee to head up the work of Christian Higher Education in the Synod.
4. Because of the division of responsibility in Christian Higher Education that exists between the Commission on Higher Education and the Board of Christian Education and Publication, this Committee will bear a relationship to both the Commission and to the Board.
5. That the function of the Synod's Committee on Christian Education in the field of Higher Education be -
 - A. To effectively present the advantages of Christian Higher Education, by
 - (1) the use of appropriate literature (such as prepared by the Board of Christian Education and Publication and the Council of Church Boards of Education. Samples available through the Board of Christian Education and Publication, Philadelphia, Pa.)
 - (2) sermons and addresses by local pastors
 - (3) use of visual aids
 - (4) arranging discussion periods, addresses, and exhibits at Synodical Youth Conferences, fall meetings of Synods, etc.

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- B. To promote special interest in the Academies, Colleges, and Seminaries of the Evangelical and Reformed Church by
- (1) Higher Education Sunday
 - (2) Appearance of student groups (Glee Clubs, Choruses, dramatic groups, etc.)
 - (3) Distribution of appropriate literature (such as "The Schools of Our Church")
 - (4) Cooperating in arranging itineraries for college representatives.
 - (5) Assisting the colleges of our church to secure names and addresses of prospective students.
- C. To discriminatingly recruit young people for the Christian Ministry and other types of Christian service.
- D. To undergird the financial needs of the Academies, Colleges, and Seminaries of the Evangelical and Reformed Church.

We recommend to the Commission that some plan be worked out whereby constant contact shall be maintained between the Commission and the Synodical Committee on Christian Education so that the above functions may be executed. If these recommendations are approved we suggest that the Board of Christian Education and Publication be overtured to amend its instructions to Synodical Committees on Christian Education in accordance with this plan.

Committee:

Ben. M. Herbster
E. N. Krafft
John R. C. Haas

JOINT MEETINGS, BUSINESS COMMITTEE AND EXECUTIVE COMMITTEE
OF THE BOARD OF BUSINESS MANAGEMENT

November 30, 1942 Philadelphia, Pa.
January 20, 1943 Philadelphia, Pa.
March 19, 1943 Philadelphia, Pa.

MINUTES

The Joint Meeting of

The Business Committee of the Board of Christian Education
and Publication, with the Board of Business Management's
Executive Committee for the Schaff Building

Schaff Building
Philadelphia, Pa.

November 30
1942

The meeting was called to order at ten o'clock by the Chairman,
Doctor A. N. Sayres.

Present: Dr. H. I. Stahr; Dr. W. Sherman Kerschner,
Mr. J.W. Mueller, (attorney for the Board of
Business Management, Inc.) Dr. A.N. Sayres,
Prof. Martin W. Witmer, Mr. Lee Erdman, Dr.
David Miller, Mr. Paul C. Wagner and Dr.
Paul V. Taylor.

The Minutes of the meeting of September 10, 1942, were pre-
sented and adopted.

The agenda for the meeting, as prepared by the Executive
Secretary, was reviewed and adopted.

Dr. Taylor referred to the Minutes of the Business Committee
meeting, held October 23, 1942, and several items were read from these
minutes - these items covered the subjects of the Schaff Building Manage-
ment, Personnel Problems, Heidelberg Press Rental Rate and Shipping Room
charges.

Dr. Taylor also explained the main reason for this Joint Meeting,
which concerned the title of the Schaff Building and the status of the
Heidelberg Press. The question regarding title was deferred until the
arrival of Mr. Paul C. Wagner, who was unavoidably detained.

In the meantime, Dr. J. N. LeVan requested the privilege of
placing before the meeting the difficulties he would meet due to the in-
crease of shipping room charges from \$1.00 to \$1.20 per hour. After a
thorough discussion of the problem and costs - it was

VOTED - That the Executive Secretary be authorized to have
the accountant make a cost estimate of the work in
the shipping room as of the month of November, 1942,
and that if actual costs warrant, the Executive
Secretary be further authorized to reduce the rate
per hour to all "other" agencies of the Church.

Vote 1

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It was also -

VOTED - that because of the lateness of sending out the information regarding the increase in rate per man hour in the shipping department the increase in rate may be made applicable as of December 1, 1942.

Vote 2

QUESTION OF TITLE

It was shown by quotations from actions of the Board of Christian Education and Publication, its Executive Committee and its Business Committee, that the Business Committee of the Board of Christian Education and Publication has the full and complete authority of the Board of Christian Education of the REFORMED CHURCH IN THE U.S., to deal with the problems of title to the Schaff Building and the transfer of responsibility for the Schaff Building and the Heidelberg Press to the Board of Business Management, Inc., as authorized by the General Synod of the Evangelical and Reformed Church. After considerable discussion regarding the above, it was -

VOTED - That the Business Committee of the Board of Christian Education and Publication of the Evangelical and Reformed Church, which is charged with the responsibility of acting for the Board of Christian Education of the Reformed Church in the U.S., advise a change in charter and authorize Mr. J.W. Mueller to proceed as its representative in instituting that change, and report this action to the original Board (The Board of Christian Education of the Reformed Church in the U.S.) for its approval.

Vote 3

All the documents pertaining to the amendment containing necessary resolutions can be prepared in advance - then a meeting can be called and resolutions adopted.

Mr. Mueller is to frame a set of resolutions to present to the Board. He will also furnish Mr. Murray Spahr (of Clark, Hebard & Spahr, 1500 Walnut Street Building, Philadelphia,) with a set of these resolutions.

There are two concerns -

1. Amendment of the present charter to transfer the Schaff Building and Heidelberg Press to the control of the Board of Business Management shall not hinder in any way our organization with all of our full prerogatives and responsibilities, and

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2. The change, when made, shall not be made at such time that we shall be left without any basis for incorporation.

The question as to a possible name for the Board that will control the Schaff Building was raised. Two names were suggested at this time - Heidelberg Corporation of the Evangelical and Reformed Church, or, Schaff Corporation of the Evangelical and Reformed Church.

The question was placed before the meeting as to whether or not members were willing to concur with the action of the Board of Business Management that Mr. Mueller proceed on this basis after conference with our attorney (Mr. Murray Spahr) and explanation as to procedure.

It was -

VOTED - (By members of the Business Committee of the Board of Christian Education and Publication)

Vote 4

That we concur in the action of the Board of Business Management that Mr. Mueller be given authority to proceed in matters of modification of charter necessary to the transfer of title, after conference with our attorney and due explanation as to methods of procedure have been made.

It was -

VOTED - That until control is legally transferred to the Board of Business Management, the Business Committee of the Board of Christian Education and Board of Business Management's Executive Committee of the Schaff Building form a joint committee for the transaction of business in relation to the Schaff Building and Heidelberg Press.

Vote 5

A verbal report on the interest situation of the building was given by Doctor Taylor. He stated that everything appeared to be running smoothly. Miss Morrow presented financial statements. To a question raised as to whether there would be sufficient funds left to pay 1% additional mortgage interest Miss Morrow stated that it was her opinion that there would be.

TIME OF NEXT MEETING

The time for the next meeting of this Joint Committee was fixed for Wednesday, January 20, 1943, at 2:00 p.m. These meetings are to be held bi-monthly.

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HEIDELBERG PRESS

The Business Committee had given the Executive Secretary authority to reduce the rental for Miller Hall. This has been done with an approximate saving for the Heidelberg Press of \$700. annually.

AFTERNOON SESSION

Dr. A. R. Keppel joined the meeting for the afternoon session and was received as an advisory member.

Problems of organization and personnel in the Heidelberg Press were presented and discussed at length. An ideal type of possible organization was outlined. This was left for future consideration and development.

After considerable discussion revolving about the problems of personnel, the following motion was made by Dr. H. I. Stahr and seconded by Prof. Martin W. Witmer, after which it was adopted:

In view of the fact that the General Council has recommended that the terms for retirement annuities for women in the employ of the Church begin at the age of sixty, and for men at the age of sixty-five, this Joint Committee representing the Board of Christian Education and the Board of Business Management, hereby recommends to its respective Boards that the retirement age for women and men employees of the Schaff Building and the Heidelberg Press be fixed at these ages.

WHEREAS, the removal of the Circulation Department of the MESSENGER to St. Louis has made necessary the reorganization of staff responsibilities in the Heidelberg Press, and

WHEREAS, Miss Lillian Harris is past the age of sixty, and nearing the age of sixty-five, and

WHEREAS, she has given many years of effective and faithful service to the Church by her work for the Heidelberg Press and other agencies of the Church, we take this opportunity of expressing to her our sincere appreciation of her faithfulness by making possible a retirement allowance at this time.

Therefore, be it

Voted - that the retirement allowance of Miss Lillian Harris be fixed as an annuity of \$15.00 per week, which is one-third of the salary rate which she had been receiving in recent years, with the understanding that if she takes employment elsewhere the rate of annuity is to be \$7.50 per week during any period when she is thus gainfully employed.

Vote 6

It was -

Voted - That the effective date of her retirement
be as of January 1, 1943, but that she be
Vote 7 relieved of her responsibilities as of
December 1, 1942.

It was also -

Voted - That further action regarding the re-
organization of the Heidelberg Press be
Vote 8 postponed until our next meeting.

ADJOURNMENT

The meeting adjourned at 5:00 o'clock after repeating together
the Lord's Prayer.

Respectfully submitted,

PAUL V. TAYLOR

Executive Secretary

MINUTES

The Joint Meeting of

The Business Committee of the Board of Christian Education
and Publication, with the Board of Business Management's
Executive Committee for the Schaff Building

Schaff Building
Philadelphia, Pa.

January 20
1943

The meeting was called to order at 2:15 p.m. by the Chairman,
Doctor A. N. Sayres. The opening prayer was spoken by Doctor W.
Sherman Kerschner.

Present: Dr. H. I. Stahr, Dr. W. Sherman Kerschner,
Dr. A. N. Sayres, Dr. David Miller, Prof.
Martin W. Witmer, Mr. Paul S. Wagner and
Dr. Paul V. Taylor.

The Minutes of the Meeting of November 30, 1942, were presented.
By common consent, Vote 3 of the Minutes was ammended to read -

VOTE 1 That the Business Committee of the Board of Christian
Education and Publication of the Evangelical and Re-
formed Church, which is charged with the responsibility
of acting for the Board of Christian Education of the
Reformed Church in the U.S., advises a change in charter
and authorizes Mr. J. W. Mueller, who is acting for the
Board of Business Management, Inc., to proceed in institut-
ing that change, and to report this action to the original
Board (The Board of Christian Education of the Reformed
Church in the U.S.) for its approval,

after which the minutes were approved as presented.

The agenda for the meeting, as prepared by the Executive Secretary,
were reviewed and adopted.

The Financial Report was read. The Executive Secretary reported
that the Schaff Building at the present time is 89% rented. He further
stated that there have been times when this percentage has been higher
and times when it has been lower.

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The new leases written for the period from September 10, 1942 to the present date of January 19, 1943, were \$5696.20 per annum. Leases cancelled over the same period of time amounted to \$4926.12. This means we have increased our rental revenue by \$770.08 per annum.

ASSESSMENT REDUCTION

The Executive Secretary reported that our agent, Mr. Willard Spenser, Jr., was able to obtain an assessment reduction on the Schaff Building in the amount of \$2500.00, bringing our total assessed valuation to \$348,500.00 in taxable property, and \$164,000.00 in tax-exempt property.

It was voted

VOTE 2 That the Executive Secretary be authorized to pay the bill for services rendered by Mr. Spenser, and to employ him in the same capacity for the ensuing year.

PARKWAY TRUST LIQUIDATION FUND

The Executive Secretary explained the Parkway Trust Company account, and how the Board of National Missions owes the several departments of the Board of Christian Education and Publication various sums of money.

In 1932, the Parkway Trust Company refused to pay dividends to the Board of Christian Education of the Reformed Church in the U.S. because the Board of Home Missions owed the bank money at the time the bank was liquidated. In place of paying us, the Parkway Trust Company applied the dividend credit against the Home Mission Board's debt to them. The Home Mission Board then gave us non-interest bearing notes receivable, as follows:

To the Real Estate Department	\$1100.17
Business Department	826.21
Education Department	1088.45
	<hr/> \$3014.83

Doctor Stahr recommends that we work with the Board of National Missions on this matter, and that we should make a strong appeal for all three departments.

The same difficulty applies in regard to one of our tenants, The Estate of Charles W. Bolton, Dec'd. This Estate owes the Real Estate Department \$969.62. Mr. Bolton stated at one time, that he would pay

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us the amount of money owed when the Board of Home Missions paid him for some work he had done for them. Mr. Charles W. Bolton died in December 1942, but his son is carrying on the business.

The Executive Secretary was instructed to clear this as thoroughly as possible with the Board of National Missions, and see if they will acknowledge this obligation, and if so, have them pay the Board of Christian Education and Publication, who, in turn, could give a receipt to the Bolton Estate for the amount. If this arrangement cannot be consummated, the Executive Secretary is to -

VOTE 3 File a claim against the Estate for
the amount owed.

It was voted -

VOTE 4 That the sum of \$99.50, owed the Real Estate
Department by the Sterling Home Products, is
to be cancelled as a bad debt.

It was also voted -

VOTE 5 That the Executive Secretary make another at-
tempt to collect the amount due on a note
(\$174) given by H. V. Massey.

TRANSFER OF TITLE

In referring to the transfer of title on the Schaff Building, Mr. Paul C. Wagner stated - "In talking to Mr. Murray Spahr and trying to explain our background to him, and what we are trying to accomplish, I went over the various business reports that were published last January, and I could not tell exactly what had been done to divorce the organizations and activities of the new Board of Christian Education and Publication from the old corporation (Board of Christian Education of the Reformed Church in the U.S.) which had originally run the Heidelberg Press, Schaff Building, and other work.

"All the bank accounts which presumably belong to the new Board of Christian Education are actually in the name of the old corporation. Legally, we must get out of the name of the old corporation. A seal can be used by the Board of Christian Education and Publication even though it is not incorporated."

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It was voted -

VOTE 6

That the accounts of the Board of Christian Education of the Reformed Church in the U.S., in the several banks, be closed by having the proper person write checks, or otherwise, for the full amounts on deposit or reserve, making these checks payable to the Board of Christian Education and Publication of the Evangelical and Reformed Church, and that new accounts be opened in the latter name.

It was voted -

VOTE 7

That the Executive Secretary be authorized to procure an official seal for the Board of Christian Education and Publication of the Evangelical and Reformed Church.

A letter was read by Doctor Stahr which he had received from Mr. J. W. Mueller, attorney. Doctor Sayres also read a copy of a letter he had received from Mr. Murray Spahr, which Mr. Spahr had written to Mr. Mueller. According to statements made in Mr. Mueller's letter to Doctor Stahr, he has evidently misunderstood Mr. Spahr's letter. Dr. Kerschner was authorized to see Mr. Mueller, and Dr. Stahr to write him, in explanation of this situation. Dr. Kerschner was asked to tell Mr. Mueller to go ahead with the plans for re-incorporation, as per the minutes of our last meeting.

DIVISION OF PENSION MONEY

In discussing the proper source for the pension money paid to Miss Lillian Harris, it was explained that Miss Harris was an employee of the Business Department and not of the Education Department.

It was voted -

VOTE 8

To divide the charge for Miss Harris's salary from November 1, 1942, to December 31, 1942, equally between the Book and the Supply Departments, and her pension of \$15.00 per week, dating from January 1, 1943, in the same manner.

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SALARY INCREASE (George W. Waidner)

Since the removal of the MESSENGER subscription department to St. Louis, Mr. Waidner's salary was reduced to \$2225. per annum, which he has been receiving from the Book Department. Formerly, he had been receiving, from the MESSENGER, the sum of \$675 per year.

Mr. Waidner's salary was increased by \$275. per month and this amount was held in suspense temporarily.

It was voted

VOTE 9 That Mr. Waidner's entire present salary, beginning with October 1, 1942, shall be charged to the Book Department.

SUPPLY DEPARTMENT

Mrs. Elizabeth Simpson, head of the Supply Department, has tendered her resignation, to take effect February 28, 1943.

The Executive Secretary read over the list of possible appointees for this position, among which was the name of Rev. W. Miller Price of Annville, Penna.

Doctor Stahr spoke about Mr. Price's qualifications for this position. He described him as a young minister whom the Board of Business Management was considering as a possible applicant for an executive position last year. A paragraph was read from a letter written by Doctor Stahr to the Executive Secretary regarding Mr. Price's qualifications.

The Executive Secretary stated that he had had an interview with Mr. Price about two weeks ago. He has had seven years of business experience; was with the Philadelphia Coal and Iron Company; was also with a Pottsville Bank; has a pleasing personality; is thirty nine years old, and married.

During the course of the interview, Doctor Taylor explained to Mr. Price that a person in this position would be in line for the manager-ship of the Heidelberg Press - if he were the right type. Mr. Price's present salary is \$2000. and rent. Doctor Taylor further stated, "If you appoint him to this position I shall follow the Board's judgment in the matter of salary." Doctor Stahr suggested that we pay him approximately what we are now paying Mrs. Simpson, and he could work a five-day week, for the present.

Doctor Sayres stated that he had one mental reservation regarding this matter, - "Mr. Price is a preacher and preachers are getting scarce."

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It was voted

VOTE 10 That the Executive Secretary and Doctor Stahr should interview Mr. Price in Harrisburg on January 27th, and if an agreement is reached, the Executive Secretary is authorized to make the appointment.

RECOGNITION OF MRS. SIMPSON'S YEARS OF SERVICE

The Executive Secretary was authorized to grant Mrs. Simpson one month's salary at the time of her leaving.

The Executive Secretary also reported that Mrs. Simpson would like to know whether there will be a place for her in the organization when the war is over? It was the consensus of opinion that we should certainly like to use her in preference to someone else, but it cannot be said definitely that there will be a position for her. However, if there is a vacancy she can fill she shall have it.

It was voted -

VOTE 11 That Doctor Kerschner and Professor Witmer be a Committee to arrange a suitable tribute to Mrs. Elizabeth Simpson for her years of service.

PERIODICAL DEPARTMENT - CHANGE IN LOCATION

The Executive Secretary reported that the Periodical Department will move to the Second floor at the beginning of the next fiscal year and that it is planned to divide the personnel in such a way that the book-keeping on salary accounts is simplified. Instead of having two-thirds of a salary paid here and one-third paid there, complete salaries can be paid from one department. Each person will be assigned to one department and that department pay the salary.

It was voted

VOTE 12 That the Executive Secretary has authority in co-operation with the assistant treasurer of the Board of Christian Education and Publication, to make the division in the accounting department, and to bring the accounting work of the Periodical Department under the supervision of Miss Helen Morrow.

Two persons will handle the Periodical Account. Miss Elmer and two of her assistants will handle the account of the Heidelberg Press.

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It was voted

VOTE 13 To authorize the Executive Secretary to have rebuilt such typewriters in the various departments as need rebuilding.

MAGAZINE SUBSCRIPTION SITUATION

Dr. Kerschner made a report on the magazine subscription situation in the Heidelberg Press.

Mr. Waidner had made an arrangement, without authority, with a Mr. Luterman (a tenant in the building) to handle the magazine subscriptions. According to Mr. Waidner, an arrangement of this kind is supposed to be more satisfactory, but we are not satisfied with it.

As to his reason for making this arrangement with Mr. Luterman, Mr. Waidner stated that Miss Morgan (his former secretary, who had been in charge of magazine subscriptions) had placed the orders with agencies who allowed her certain discounts. When Miss Morgan left, Mr. Waidner took the matter upon himself and thought that this was within his authority. He approached Mr. Luterman and made a verbal agreement with him by which he authorized, or seemingly authorized, Mr. Luterman to write to various people from whom we got subscriptions, including the Presbyterian Board, the Dutch Reformed Board, etc., to write him as the agent of the Heidelberg Press. The question is, - shall we permit this to continue? At this time, the magazine work has been given to Mrs. Douglas.

It was voted

VOTE 14 That Mr. Luterman shall be notified that the arrangement has been without authorization and does not hold; that the Executive Secretary so inform him, and ask him to return any lists or other materials that Mr. Waidner may have given him.

It was voted

VOTE 15 That the Executive Secretary write to all the people to whom Mr. Luterman has sent circular letters, explaining that he is not our agent.

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It was voted

VOTE 16 That the Assistant Treasurer shall make no charge against the MESSENGER Endowment fund for the year 1942.

The Executive Secretary reported that Mr. Waidner has been allowing discounts to the Seminary library which he fixed on his own authority. The list of discounts allowed was read.

It was voted

VOTE 17 To table this question and refer it to our next meeting, pending an investigation by the Executive Secretary of the possibility of including other Evangelical and Reformed institutions, that fall within our area, in this list.

It was voted

VOTE 18 That ministerial students of the Evangelical and Reformed Churches, in theological seminaries, shall receive 10% discount on purchases of books in the same manner as pastors of churches.

It was voted

VOTE 19 That the next meeting of the Joint Committee be fixed for March 19, 1943, at 2 p.m.

ADJOURNMENT

The Committee adjourned at five o'clock after repeating together the Lord's Prayer.

Respectfully submitted

PAUL V. TAYLOR

Executive Secretary

January 20, 1943

MINUTES

The Joint Meeting of

The Business Committee of the Board of Christian Education
and Publication, with the Board of Business Management's
Executive Committee for the Schaff Building

Schaff Building
Philadelphia, Pa.

March 19
1943

The meeting was called to order at 2:15 p.m. by the Chairman,
Doctor A. N. Sayres. The opening prayer was spoken by Dr. Th.F.Herman.

Present: Dr. Th. F. Herman, Dr. A. N. Sayres,
Dr. David Miller, Mr. Paul C. Wagner,
Prof. Martin W. Witmer and Dr. Paul V. Taylor.

The Minutes of the last meeting having been circulated, they
were considered as read.

The Minutes of the Coordinating Committee, appointed by the
Board of Business Management, to consider problems in relationship
to the Heidelberg Press, Eden Publishing House and Central Publish-
ing House, which committee met on March 12, 1943, in Cleveland, Ohio,
were read for information by President Sayres.

It was voted -

VOTE 1 that the actions of the Coordinating Committee,
March 12, 1943, be approved, and that the actions
taken be binding so far as the Heidelberg Press is
concerned.

TRANSFER OF SCHAFF BUILDING AND HEIDELBERG PRESS

The Executive Secretary presented orally, legal and other
matters growing out of the projected transfer of control of the Schaff
Building and of the Heidelberg Press, from the Board of Christian Educa-
tion of the Reformed Church in the United States to the Board of Busi-
ness Management.

The entire situation was thoroughly reviewed by the members of
the Committee.

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It was voted -

- VOTE 2 that a Committee of Three, consisting of Doctor Paul V. Taylor, Dr. A. R. Koppel and Doctor H. I. Stahr, be appointed and authorized to prepare a report, segregating the assets and liabilities of the Board of Christian Education of the Reformed Church in the United States, denominating those assets and liabilities which should naturally go to the Schaff-Heidelberg Corporation, and those which should be transferred by that corporation, as successor to the Board of Christian Education of the Reformed Church in the United States to the Board of Christian Education and Publication of the Evangelical and Reformed Church, whether the latter organization is incorporated or unincorporated, as the case may be. This work is to be done in consultation with the auditor of the Board of Christian Education and Publication.

COOPERATIVE ADVERTISING

The Executive Secretary presented a statement showing that the Board of Christian Education and Publication of the Evangelical and Reformed Church is participating in a scheme of cooperative advertising, in conjunction with the work of the International Council of Religious Education, which benefits the Christian Education Press, the Heidelberg Press, Eden Publishing House and Central Publishing House. For the past two years the total cost of this advertising has been charged to the Heidelberg Press.

It was voted -

- VOTE 3 that the Board of Christian Education and Publication assume responsibility for one-fourth of the cost of such advertising, in the name of the Christian Education Press.

It was further voted -

- VOTE 4 that this Cooperative Advertising plan, so far as the Heidelberg Press, Eden Publishing House and Central Publishing House are concerned, be referred to the Board of Business Management, with the recommendation that each of these groups pay one-fourth of the cost.

-3-

PUBLISHERS' SECTION OF THE INTERNATIONAL COUNCIL

The Executive Secretary reported that the Publishers' Section of the International Council of Religious Education formerly had members from the Board of Christian Education, from the Heidelberg Press, and from Eden Publishing House. Membership fees in this section are \$2 each. In view of the imminent separation of the Publishing Houses from any responsibility of the Board of Christian Education and Publication, and their dependence upon the direction of the Board of Business Management,

It was voted -

VOTE 5 that Doctor Paul V. Taylor and Rev. Fred E. McQueen shall represent the Christian Education Press in the Publishers' Section of the International Council of Religious Education.

It was also voted -

VOTE 6 that we refer the matter of the representation of the several publishing houses in the Publishers' Section of the International Council of Religious Education to the Board of the several houses through the Board of Business Management.

RETIREMENT FUND

It was voted -

VOTE 7 that if the Rev. Mr. W. Miller Price and Rev. Mr. George Waidner desire membership in the Ministers' Retirement Annuity Fund, the Heidelberg Press shall pay 5% of their salaries toward this fund.

CITY TAXES

It was voted -

VOTE 8 that we borrow no funds at this time to pay city taxes, but that when funds are available for this purpose, the assistant treasurer be authorized to pay them.

-4-

TIME OF NEXT MEETING

It was voted -

VOTE 9 that the next meeting of this Joint Committee
 shall be at the call of the Executive Secretary.

ADJOURNMENT

The Committee adjourned at four o'clock after repeating
together the Lord's Prayer.

Respectfully submitted

PAUL V. TAYLOR

Executive Secretary